

**UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF ILLINOIS
EASTERN DIVISION**

OPHELIA CAGE,)	
)	No. 14 C 6818
Plaintiff,)	
v.)	Judge Zagel
)	
CITY OF CHICAGO,)	Mag. Judge Schenkier
)	
Defendant.)	JURY TRIAL DEMANDED

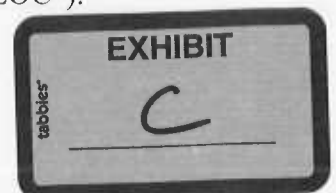
AFFIDAVIT OF MAUREEN EGAN

I, Maureen Egan, having been duly sworn, do hereby attest and state, under penalty of perjury, based upon personal knowledge and the documents I have reviewed, as follows:

1. I am over the age of 18 and am competent to testify in this matter. If called upon as a witness, I could and would competently testify to the matters contained herein.

2. I have been employed by the City of Chicago ("City") since July 1, 1987. I began my employment in the Law Department. In February 1997, I joined the Department of Buildings as an Assistant Commissioner. I held that position until January 2000. In January 2000, I joined the Department of Sewers as an Assistant Commissioner. In 2003, the Department of Sewers merged with the Department of Water to form the Department of Water Management ("DWM"). DWM is an operating department of the City that is responsible for the effective and efficient delivery of water and sewer services to residents of Chicago.

3. I am currently an Assistant Commissioner in the Bureau of Administrative Support in DWM. In my current position, I am a labor relations liaison. As part of my duties, I work with the unions and the Law Department with regard to all employment litigation and labor matters, including responding to charges of discrimination with the Illinois Department of Human Rights ("IDHR") or the Equal Employment Opportunity Commission ("EEOC").



4. Additionally, in my capacity as Assistant Commissioner, I maintain files of employee grievances and employee discipline for DWM.

5. Similarly, I have access to, and have reviewed, various personnel files for Water Rate Takers (“WRTs”) working for DWM. The personnel files contain basic demographic information of the WRTs working for DWM.

6. The grievance, discipline and personnel documents maintained by the Personnel Division of DWM are routinely kept in the ordinary course of business for the City. These records are created at or near the time of the events they record and are drafted by or from information transmitted by a person with knowledge of the events they record.

7. WRTs work in the Bureau of Meter Services of DWM. Julie Hernandez-Tomlin, a 45 year-old Hispanic female, has been the Managing Deputy Commissioner in charge of the Bureau of Meter Services since 2006. Leo Lillard, a 50 year-old African American male, was the Assistant Commissioner in the Bureau of Meter Services between August 1, 2005 and July 15, 2015.

8. WRTs, including Plaintiff, are members of the bargaining unit represented by the Plumbers’ Local Union 130. I am familiar with the applicable collective bargaining agreement which is an agreement between the City and the Chicago Journeymen Plumbers’ Local Union 130, UA effective July 1, 2007 through June 20, 2017 (“CBA”). The CBA governs the employment of WRTs. A true and accurate copy of the relevant Articles of the CBA is attached hereto as Ex. 1.

9. Article 2 of the CBA provides the employer with the right to suspend, discipline, or discharge for just cause, to assign work, to enforce reasonable rules and regulations, and to

establish fair production standards, except as expressly abridged by a specific provision of the CBA. Ex. 1, CBA, Bates Nos. CAG001138-1139.

10. Article 3, Sections 3.2 and 3.3 of the CBA prohibit discrimination against employees based upon, *inter alia*, race, age, or sex, and permit an employee alleging discrimination to file a grievance with the union. Ex. 1, CBA, Bates Nos. CAG001140-1141.

11. Article 5, Sections 5.2 and 5.3 require that employees work a full 8.5 hours, including a half-hour unpaid lunch, except where different hours are in effect. Ex. 1, CBA, Bates Nos. CAG001147-1148.

12. Article 11 of the CBA details the rights of employees subject to disciplinary action, and the procedures that must be followed to discipline an employee. Ex. 1, CBA, Bates Nos. CAG001175-1182. For example, an employee who is subject to disciplinary action has the right to union representation and a pre-disciplinary hearing. Ex.1, CBA, Bates Nos. CAG001176. The City, within its discretion, may determine whether disciplinary action should be an oral warning, written reprimand, suspension, or discharge, depending upon various factors, including, but not limited to, the severity of the offense and the employee's prior disciplinary record. Ex., 1 CBA, Bates Nos.CAG001177. Employees who receive a written notice of proposed disciplinary action may file a timely grievance challenging the disciplinary action as detailed in the CBA Section 11.2. Ex. 1, CBA, Bates Nos. CAG001180.

13. I am also familiar with the City's Personnel Rules. The City's Personnel Rules dictate the employment of the WRTs to the extent that it is not superseded by a provision of the CBA. The City's Personnel Rules, revised November 18, 2010, were in effect in 2012. A true and accurate copy of the relevant Rules in the City's Personnel Rules is attached hereto as Ex. 2.

14. City's Personnel Rules V, XVI and XVII explain the City's Equal Opportunity and Employment Policy and describe how an employee may file either a grievance or a complaint for discrimination with the City's Equal Employment Opportunity Office ("EEO Office") under the Policy. Ex. 2, City's Personnel Rules, Bates Nos. CAG001509-1510 and 1529-1535.

15. Personnel Rule XVIII, Section 1, describes the disciplinary process and sets forth the code of conduct for City employees, which includes the following prohibitions: "Misrepresentation" which includes "falsely representing to a superior the quality and/or quantity of work performed" (#6); "Criminal or Improper Conduct," which includes "restricting production output" (#26); "Job Performance," which includes "failing to take action as needed to complete an assignment or perform a task" (#29); "Inattention to duty including loafing, sleeping on duty, or loitering in the work area" (#38); and "Incompetence or inefficiency in the performance of the duties of the position" (#39). Ex. 2, City's Personnel Rules, Bates Nos. CAG001536-1539.

16. Personnel Rule XVIII, Section 2, details the City's policy of progressive discipline and describes the types of discipline that may be imposed in light of the totality of the circumstances, including the severity of the infraction, the number of times it has occurred, and the circumstances surrounding the misconduct. Ex. 2, City's Personnel Rules, Bates Nos. CAG001542-1543.

17. Plaintiff has a history of work performance issues, and has been disciplined for misrepresentation and/or poor work performance twenty-five times between 1992 and 2010. True and correct copies of Plaintiff's discipline between 1992 and 2010 are attached hereto as Ex. 3.

18. Twenty of Plaintiff's past disciplinary episodes occurred before Mr. Leonard Caifano took the title of Chief Water Rate Taker ("CWRT") in 2007. Even after Mr. Caifano became CWRT in 2007, John Zander, the then labor liaison for DWM, conducted the pre-disciplinary hearings until February 2009 when he retired. Only two of Plaintiff's past twenty-five disciplinary episodes occurred when Mr. Caifano personally oversaw the pre-disciplinary hearing for Plaintiff. Ex. 3, Plaintiff's Prior Discipline, Bates Nos. CAG000590-591 and CAG001035-1036.

19. In 2012, after a pre-disciplinary hearing for a WRT, Mr. Caifano would notify me that a pre-disciplinary hearing had occurred and whether he recommended discipline based upon the evidence adduced at the hearing. I would advise which Personnel Rule should be cited in the Notice of Discipline and what level of discipline should be imposed based upon the employee's prior disciplinary history and the relevant City's Personnel Rules and CBA.

20. Based upon Mr. Caifano's recap of the facts elicited at Plaintiff's pre-disciplinary hearing held on or about January 30, 2012, Plaintiff violated the City's Personnel Rules Nos. 6, 29 and 39. Plaintiff's violation of the City's Personnel Rules resulted in a five-day suspension. A five-day suspension was the next step of progressive discipline based upon Plaintiff's prior discipline history, which includes a three-day suspension issued on May 20, 2010.

21. Based upon Mr. Caifano's recap of the facts elicited at Plaintiff's pre-disciplinary hearing held on or about October 18, 2012, Plaintiff violated the City's Personnel Rules Nos. 38 and 39. Plaintiff's violation of the City's Personnel Rules resulted in a seven-day suspension. A seven-day suspension was the next step of progressive discipline based upon Plaintiff's prior discipline history, which included her five-day suspension issued on March 13, 2012.

22. On June 15, 2012, I responded to a grievance filed by the Plaintiff. The grievance alleged that Mr. Duda spoke to Plaintiff in a demeaning and derogatory manner. A true and accurate copy of the grievance is attached hereto as Ex. 4, Bates No. CAG000456. The City takes allegations of misconduct seriously, and therefore, I forwarded Plaintiff's grievance to the City's EEO Office for further investigation.

23. Employees Thomas Russnak, Edward Rodriguez, Rozella (Rose) O'Neal, Jerry Robinson, Jeffrey Sojka are not WRTs, but rather hold the title of Water Meter Assessors ("WMAs"). A true and correct copy of the seniority list of WRTs as it existed on February 1, 2013 is attached hereto as Ex. 5, Bates No. Cage0001. A true and correct copy of the seniority list of WMAs as it existed on August 23, 2010 is attached hereto as Ex. 6, Bates No. Cage0002.

24. A true and correct copy of the demographic information regarding Plaintiff's co-worker WRTs and WMAs is attached hereto as Ex. 7.

25. Between the years of 2004 and 2015, WRTs of various ages and races and both genders have been disciplined for misrepresentation and/or poor performance related issues. A true and correct summary of discipline of WRTs and supporting documentation is attached hereto as Ex. 8.

26. Ms. Greenwood was disciplined in 2006 after a member of the public reported that she had been discourteous and verbally abusive to a citizen. Ms. Greenwood was not disciplined after 2006 and her last disciplinary action prior to 2006 occurred in 1995.

27. Between January 1, 2010 and March 31, 2015, three WRTs filed charges with the City's EEO office, IDHR or EEOC. A true and accurate summary of the list of WRTs who filed charges is attached as Ex. 9. Other than Plaintiff, only one other WRT filed a discrimination charge between January 1, 2010 and March 31, 2015. This WRT, identified as "Employee A" on

the summary list of charges filed by WRTs, was not subsequently disciplined after filing charges with the City's EEO Office and with IDHR.

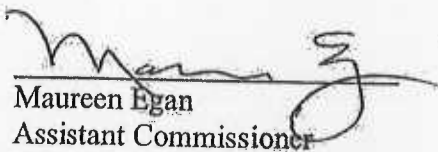
28. On or about September 2004, Ms. Cage filed Charge No. 2005CF0603 alleging discrimination with IDHR which was cross-filed with the EEOC. A true and accurate copy of the Charge is attached hereto as Ex., 10.

FURTHER AFFIANT SAYETH NAUGHT

VERIFICATION

Pursuant to 28 U.S.C. §1746, I, Maureen Egan, verify under penalty of perjury, that the statements contained in the foregoing affidavit are true and correct.

Executed on October 15, 2015

A handwritten signature in black ink, appearing to read 'Maureen Egan', is written over a horizontal line.

Maureen Egan

Assistant Commissioner

Bureau of Administrative Support, Department of Water Management

COLLECTIVE
BARGAINING
AGREEMENT

Between

CHICAGO JOURNEYMEN PLUMBERS'
LOCAL UNION 130, U.A.

And

CITY OF CHICAGO

Effective July 1, 2007
Through
June 30, 2017

Ratified by City Council on: December 12, 2007



CAG001131



CAG001132

CITY OF CHICAGO
AGREEMENT WITH
CHICAGO JOURNEYMEN PLUMBERS'
LOCAL UNION 130, U.A.

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CITY OF CHICAGO
AGREEMENT WITH
CHICAGO JOURNEYMEN PLUMBERS'
LOCAL UNION 130, U.A.

AGREEMENT

This Agreement is entered into by and between the City of Chicago, an Illinois Municipal Corporation (hereinafter called the "Employer") and the Chicago Journeymen Plumbers' Local Union 120 U.A., (hereinafter called "the Union"), for the purpose of establishing, through the process of collective bargaining certain provisions covering wages, and other terms and conditions of employment for the employees represented by the Union.

In recognition of the above, the Employer and the Union agree as follows:

ARTICLE 1
RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining agent for all employees in the following job classifications:

District Superintendent of Water Distribution

Assistant District Superintendent of Water Distribution

District Foreman of Water Pipe Construction

Foreman of Water Pipe Construction

Pipe Location Machine Operator

Caulker

Hydrant Inspector

Director of Plumbing Test Laboratory

Chief Plumbing Inspector
Assistant Chief Plumbing Inspector
Plumbing Inspector In Charge
Plumbing Inspector
Chief Water Rate Taker
Supervisor of Water Rate Takers
Water Rate Taker
Water Meter Assessor
General Foreman of Plumbers
Foreman of Plumbers
Plumber
Plumber (sub-Foreman)
District Superintendent of Sewers
Foreman of Sewer Cleaning
Assistant Foreman of Sewer Cleaning
Supervising House Drain Inspector
House Drain Inspector

The Union is authorized to bargain collectively for such employees with respect to rates of pay, wages, hours and other terms and conditions of employment. The term "employee" as used herein, refers to the above job classifications, unless specified to the contrary.

ARTICLE 2
MANAGEMENT RIGHTS

The Union recognizes that certain rights, powers, and responsibilities belong solely to and are exclusively vested in the Employer, except only as they may be subject to a specific

and express obligation of this Agreement. Among these rights, powers, and responsibilities, but not wholly inclusive, are all matters concerning or related to the management of the Employer's operations and the administration thereof, and the direction of the working forces, including (but not limited to) the right to suspend, discipline, or discharge for just cause; to layoff by reason of lack of work, by reason of lack of funds or work, or abolition of a position, or material changes in duties or organization of the Employer's operations, or other economic reasons; to hire, classify, transfer and assign work, promote, demote, or recall; to make and enforce reasonable rules and regulations, to maintain order and efficiency; to schedule the hours of work; to determine the services, processes, and extent of the Employer's operation, the types and quantities of machinery, equipment and materials to be used, the nature, extent, duration, character and method of operation, including (but not limited to) the right to contract out or subcontract; the right to determine the number of employees and how they shall be employed, and the quality and quantity of workmanship and work required to insure maximum efficiency of operations; to establish and enforce fair production standards; and to determine the size, number and location of its departments and facilities. All of the provisions of this Article are vested exclusively in the Employer, except as expressly abridged by a specific provision of this Agreement.

ARTICLE 3
NON-DISCRIMINATION

Section 3.1 Equal Employment Opportunities

The Union agrees to work cooperatively with the Employer to insure equal employment opportunities as required by law in all aspects of the Employer's personnel policies, and nothing in this Agreement shall be interpreted to cause a negative effect on said efforts. It is understood and agreed that this Article shall neither affect nor be interpreted to adversely affect the seniority provisions of this Agreement.

Section 3.2 No Discrimination

Neither the Employer nor the Union shall discriminate against any employee covered by this Agreement in a manner which would violate any applicable laws because of race, color, religion, national origin, age, sex, marital status, mental and/or physical handicap or activity on behalf of the Union.

Section 3.3 Grievance of Alleged Violation

Grievances by employees alleging violations of this Article shall be resolved through Step II of the Grievance procedure of this Agreement, but shall not be subject to arbitration unless mutually agreed by the parties.

Section 3.4 Reasonable Accommodation

In the event the Employer shall be required to make a reasonable accommodation under the Americans With Disabilities Act ("ADA") to the disability of an applicant or incumbent employee that may be in conflict with the rights of an employee under this Agreement, the Employer shall bring this matter to

the attention of the union. The provisions of Article 11 of this Agreement shall be available, and the Arbitrator may balance the Employer's obligations under the ADA and this Agreement and the employee's rights under this Agreement, provided that no incumbent employee shall be displaced by such decision of the Arbitrator.

ARTICLE 4
WAGES

Section 4.1 Prevailing Wage Rates

Effective July 1, 2007, employees covered by this agreement shall continue to receive the hourly rate being paid to crafts or job classifications doing similar kinds of work in Cook County pursuant to the formula currently used by the United States Department of Labor in administering the Davis-Bacon Act as currently being paid to said employees as set forth in Appendix A appended to and made a part of this Agreement.

Section 4.2 Prevailing Rate Adjustments

Effective on July 1 of each year of this Agreement beginning in 2007, through the period ending June 30, 2017, the wage rate referred to in the immediately preceding section shall be adjusted to reflect the hourly wage rates effective on such dates being paid to crafts or job classifications doing similar work in Cook County pursuant to the formula specified in Section 4.1 above and as set forth in Appendix A. In the event the hourly wage rates effective July of each year covered by this

consist of representatives from the Department of Personnel, the Office of Budget and Management, the Comptroller and the Director of Labor Relations. The Coalition, as it shall determine, shall select four (4) representatives to serve as members of the Committee. The Committee will meet not less than **quarterly**, or more frequently as the need may arise, to review ongoing issues regarding payroll, compliance with this Section, or other issues of mutual concern which may arise during the life of the parties' Agreement. In addition, at the request of the Coalition, the City may include from time-to-time a representative of the Coalition at the Comptroller's weekly staff meetings with Department heads to review and address pending payroll inquiries from bargaining unit employees.

ARTICLE 5
HOURS OF WORK

Section 5.1

This Article shall be to calculate overtime and shall not be a guarantee of work or hours for any day or week.

Section 5.2 The Work Week

The work week shall be a regular recurring seven (7) day period beginning at 12:00 midnight (one minute after 11:59 P.M. Saturday) Sunday and ending at 12:00 midnight the following Sunday.

The normal work week shall consist of five (5) consecutive eight hour days, Monday through Friday, and two (2) consecutive days off, except where the Employer's operations require

different scheduling needs. The Employer will notify the Union of these exceptions.

Section 5.3 The Work Day

The normal work day shall begin at 8:00 a.m. and end at 4:30 p.m., including a one-half (1/2) hour unpaid lunch period, except where different hours are currently in effect.

Notwithstanding the foregoing, it is agreed that the Employer may change the established starting time of the Monday through Friday work day for a department, bureau, work unit, crew or individual upon fourteen (14) days written notice to the Union and affected employees, and discussion with the Union. Said starting times shall not be scheduled more than two (2) hours before the regular starting times currently in effect in this Agreement. All such changes, unless otherwise agreed to by the parties, shall be in effect for a minimum of one (1) week, and shall provide for the same starting times each day of that period. No employee shall be placed on a split shift without agreement by the Union. Failure to comply with this provision shall result in the payment of appropriate premium time to affected employees.

Section 5.4 Overtime

Overtime and premium pay for employees shall be defined and paid in accordance with the historical and traditional practices of the Employer and the Union pursuant to the applicable collective bargaining agreement which is negotiated in the private sector and which historically and traditionally governs said payment. The Union shall certify and provide evidence to

on a medical leave of absence shall retain, but not accumulate, seniority.

Section 10.8 Union Leave

The Employer shall grant request for leaves of absence for up to 3 employees for the purpose of service as Representative or officer with the International, State, District Council or Local Organization of the Union for the duration of his/her appointment to the Union, provided reasonable advance notice in writing is given to the employer. While on such leave the employee shall not incur a break in continuous service. An employee on said leave of absence shall not be eligible for any benefits as an employee.

Employees who return from Union leaves of absence shall have the same rights as employees who return from medical leaves of absence.

ARTICLE 11
DISCIPLINE AND GRIEVANCE/ARBITRATION

Section 11.1

(a) Disciplinary action including discharge, shall be excluded from this grievance procedure. Suspensions over 10 days and discharges shall be governed exclusively by the City of Chicago's Personnel or Police Board Rules, whichever may be applicable. Notwithstanding the foregoing, suspensions of 11 days or more may be appealed to arbitration in lieu of the Personnel or Police Board upon the written request of the Union.

Disciplinary cases which are converted from a discharge to a suspension as a result of decision of the Personnel or Police Board do not thereafter become arbitrable as a result of said decision. The grievance procedure provisions herein and the Personnel or Police Board appeals procedure are mutually exclusive, and no relief shall be available under both.

(b) An employee who is subject to disciplinary action for any impropriety or cause has the right to ask for and receive a Union representative to be present at any interrogations or hearings prior to being questioned. The interrogation shall take place at reasonable times and places and shall not commence until the Union representative arrives, provided that the Employer does not have to wait an unreasonable time and the Employer does not have to have the interrogation unduly delayed. An employee may be discharged for just cause before the Personnel or Police Board hearing, provided that said employee shall be guaranteed, upon request, a full hearing before said Board, in accordance with the said Board's rules. It is further provided that in the event of non-egregious offenses, not to include violent acts, criminal acts, drinking alcohol or taking illegal drugs on the job, insubordination or work stoppages, the employee will be given 30 days advance notice of discharge, and has 7 days from receipt of the notice to appeal. If the employee does not file an appeal within the 7-day appeal period, the Employer may then remove the employee from the payroll. If the employee appeals the discharge, the Personnel Board shall be requested to set a hearing date within the 30-day notice period

and the employee shall remain on the payroll for the full notice period, except if prior to completion of the 30-day notice period (1) the Hearing Officer affirms the discharge; or (2) the employee continues the discharge hearing; or (3) the employee withdraws his appeal or otherwise engages in conduct which delays the completion of the hearing. However, in no event may the employee require the Employer to retain the employee on the payroll beyond the 30-day period. The Union shall have the right to have its representatives present at either of the Board(s) or the grievance procedure, including arbitration, and to actively participate.

(c) The Employer within its discretion may determine whether disciplinary action should be an oral warning, written reprimand, suspension or discharge, depending upon various factors, such as, but not limited to, the severity of the offense or the employee's prior record. Such discipline shall be administered as soon as practical after the Employer has had a reasonable opportunity to fully investigate the matter and conduct a meeting with the Union and employee. The Employer is not obligated to meet with the employee and Union prior to taking disciplinary action where the employee is unavailable or in emergency situations.

Demotions shall not be used as a part of discipline. Transfer shall not be part of an employee's discipline.

In cases of oral warnings, the supervisor shall inform the employee that she/he is receiving an oral warning and the reasons therefore. For discipline other than oral warnings, the

employee's immediate supervisor shall meet with the employee and notify him/her of the accusations against the employee and give the employee an opportunity to answer said accusations. Specifically, the supervisor shall tell the employee the names of witnesses, if any, and make available copies of pertinent documents the employee or Union is legally entitled to receive, to the extent then known and available. Employer's failure to satisfy this Section 11.1 shall not in and of itself result in a reversal of the Employer's disciplinary action or cause the Employer to pay back pay to the employee.

In the event disciplinary action is taken, the employee and the Union shall be given, in writing, a statement of the reasons therefore. The employee shall initial a copy, noting receipt only, which shall be placed in the employee's file. The employee shall have the right to make a response in writing which shall become part of the employee's file.

Any record of discipline may be retained for a period of time not to exceed eighteen (18) months and shall thereafter not be used as the basis of any further disciplinary action, unless a pattern of sustained infraction exists. A pattern shall be defined as at least two substantially similar offenses during said 18-month period. If an employee successfully appeals a disciplinary action, his/her file shall so record that fact. If the appeal fully exonerates the employee, the Employer shall not use said record of the discipline action against the employee, or in the case of promotions or transfers.

In any disciplinary investigation of a non-egregious offense conducted by the investigative staff of the Office of Budget and Management, the Employer shall notify the employee who is the subject of the disciplinary investigation of the pendency of the investigation and its subject matter, within 30 calendar days of the employer being made aware of the alleged rule violation. For the purposes of this Section, the term "non-egregious offense" shall not include indictable criminal offenses, gross insubordination, residency issues, or drug and alcohol violations. Thereafter, the employee shall be granted a predisciplinary hearing if requested within thirty (30) days. Any discipline given in violation of this notice provision shall be null and void.

In the event that a discharged employee appeals an adverse decision of the Personnel or Police Board to the Circuit Court of Cook County, or thereafter to the Appellate Court of Illinois, and the decision of the Personnel or Police Board is reversed or remanded resulting in restoration of the job, the Employer will pay the employee's reasonable attorney's fees which he or she has incurred in connection with the court proceeding, excluding fees incurred before the Personnel or Police Board. The employee shall submit a post-appeal fee petition to the Employer, which shall be supported by full documentation of the work performed, the hours expended, and the rates paid by the employee. Should the parties be unable to agree on the proper amount of the fees to be paid to the

employee, either party may refer the dispute to arbitration under the relevant provisions of this agreement.

Section 11.2 Procedure For Department Review of Disciplinary Action Including Suspension

Step 1. Within five (5) working days after an employee receives written notice of any proposed disciplinary action, including a suspension for ten (10) days or less which is not appealable to the Personnel or Police Board, or in the case of suspensions of 11 or more days which may be appealed to arbitration in lieu of the Police or Personnel Board upon the written request of the Union, the Employer shall conduct a meeting with the Union and employee. Discipline shall be administered as soon as possible after the Employer has had a reasonable opportunity to further investigate the matter as appropriate. If disciplinary action is taken after the meeting or further investigation, the employee may request in writing to the department head for review of the said disciplinary action on a form provided by the Employer. Said request for review shall be in writing and submitted within three (3) working days of receipt of written notice of discipline. Said review form shall be printed on the back of or attached to the notice of discipline together with instructions for appeal. The failure to submit a written request for review of disciplinary action within three (3) working days of receipt of notice of disciplinary action will preclude the employee's right to review.

Step 2. Within three (3) working days or any mutually agreed upon extension after the department head or designee receives the employee's request for review, the department head or designee shall conduct a meeting to review the suspension. Failure to conduct said meeting in three (3) days will result in automatic advancement to Step 3 and the Union shall so notify the Employer. At the meeting, the Department will give the basis for its action and the employee and union representative, if any, will be heard and provided the opportunity to ask questions. The department head or designee shall render a written decision within two (2) working days of the meeting, except where both parties agree a further investigation is required. The absence of such agreement or failure to decide and communicate such decision will result in automatic advancement to Step 4 and the Union shall so notify the Employer. A copy of such decision shall be sent to the employee and the Union.

Step 3. Where further investigation is agreed upon, a second meeting shall be held between the department head or designee and the employee and the Union representative to discuss the results of the investigation. Said meeting shall be conducted within five (5) working days of the close of the Step 2 meeting, unless otherwise agreed by the parties. The department head or designee shall render a written decision within two (2) working days of the second meeting. A copy of such decision shall be sent to the

employee and the Union. If the parties fail to meet within five (5) working days or a written decision is not submitted within two (2) working days, the appeal shall automatically proceed to Step 4 and the Union shall so notify the Employer. Except where otherwise indicated, the time limits set forth herein are to encourage the prompt reviews of said disciplinary action and failure to comply with these time limits will not affect the validity of the said disciplinary action. This procedure shall be the employee's exclusive remedy for all said disciplinary action, including suspension for ten (10) days or less, or for suspensions of 11 days through 30 days which may be appealed to arbitration in lieu of the Personnel or Police Board upon the written request of the Union.

Step 4. If the matter is not settled in Steps 2 or 3, the Union may submit the matter to arbitration under the terms of this Agreement. The rules governing procedure for arbitration shall be the same as in 11.3, Step III.

Section 11.3 Grievance and Arbitration

Except as in disciplinary provisions of Sections 11.1 and 11.2 above, a difference, complaint or dispute (hereinafter called a grievance) between the Employer and the Union or any of the employees of the Employer it represents, arising out of the circumstances or conditions of employment, shall be exclusively settled in the following manner.

City of Chicago

Personnel Rules



Richard M. Daley
Mayor

George H. Arteaga
Commissioner
Department of Human Resources

Revised November 18, 2010



CAG001491

Revised November 18, 2010

CITY OF CHICAGO PERSONNEL RULES

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* * * * * **NOTES ON AMENDMENTS TO THE RULES** * * * * *

Changes effective 11/18/2010 were made to the following Rule:

1. **Rule VI, Section 3 – Applicants Preference.** The **Veteran's Preference** is now Subsection (a) of Applicants Preference. Veteran's Preference is amended to increase the minimum percent of veterans referred from ten (10) percent to twenty (20) percent. Subsection (b), **Line of Duty Preference**, has been added.

Changes effective 12/10/2009 were made to the following Rules:

1. **Disclaimer:** Personnel Rules are not intended to create any property interests in any job or position for any employee, or create an employment contract between the City of Chicago and any employee.
2. **Rule I, Section 9 – Reclassification of Positions:** Clarifies rules regarding reclassification of positions. Reclassifications must not violate other governing policies or personnel rules, and cannot be used as a means to provide salary increases or to promote or discipline an employee.
3. **Rule IV, Section 5 – Residence:** Changes the requirement to be a resident of the City of Chicago from the time of application to the time of employment. Residency provision applies to all positions not just Career Service positions.
4. **Rule V – Equal Employment Opportunity:** Clarifies rights protected and prohibited conduct under the City's Diversity and Equal Opportunity in Employment Policy.

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5. **Rule VI, Section 3 - Veteran's Preference:** Expanded veterans preference to include Armed forces, National Guard and Reserves; Veterans may have an honorable or general discharge; Veterans preference can be awarded only once. The preference shall be in the form of five (5) percent added to the final score of those applicants with a passing score for ranked examinations. For all other selection methods, applicants who pass will be given preference in processing. A minimum of ten (10) percent of those referred will be veterans provided there is a sufficient number of veterans who applied.

6. **Rule VIII – Career Service Appointments:** Deleted references to Reemployment lists and types of certifications, as they are inconsistent with the New Hiring Plan.

7. **Rule X - Promotions and Career Progressions:** Added language that this rule may be used to established sequential promotions based on satisfactory performance with demonstrated attained job skills and years of experience in a position within a job family.

8. **Rule XIII - Resignations:** Section on “Requests for Reemployment” is deleted, as it is inconsistent with the New Hire Plan.

9. **Rule XV – Training and Career Development:** Deletes specific reference to the Commissioner of Human Resources for responsibility for certain training initiatives, as the Office of Compliance has absorbed some of those training functions.

10. **Rule XVII – Complaints of Discrimination:** Clarifies procedures to file complaints under the City's Diversity and Equal Opportunity in Employment Policy;

11. **Rule XVIII, Section 42 – Sexual Orientation and Gender Identity:** Replaced the term “sexual preference” with sexual orientation; added the term “gender identity”.

12. **Rule XX, Section 3 – Outside Employment:** Dual employment approval is suspended for employees on sick leave, medical, FMLA leave or duty disability due their own illness for the period they are on leave. A department head may grant an exception where the outside employment is not inconsistent with the reason for the leave and would result in undue hardship to the employee.

13. **Rule XXVI, Section 1 - Reclassification of Employees:** Revised rule for consistency with the New Hiring Plan; clarifies rules regarding reclassification of employees. New positions that are a higher class grade or title must be approved by the Office of Compliance. Employees appointed to a new position must meet the minimum qualifications of the new position.

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14. **Rule XXVIII, Section 2 – Family Illness (Domestic Partner):** Expanded definition of “immediate family member” to include a domestic partner’s mother, father, son or daughter, provided the domestic partner is registered with the Dept. of Human Resources.

15. **Rule XXIX - Conflict of Interest:** Expanded conflict of interest prohibited conduct and disclosure requirements to include domestic partners.

Changes effective 3/10/2007 were made to the following Rules:

1. **Rule IX, Section I - The Probationary Period** is amended to include people covered under the City’s collective bargaining agreements and entry level Police Officers, Paramedics and Firefighters.
2. **Rule XIX, The drug testing policy** was amended to include alcohol.
3. **Rule XXII, Section 1** - The term transactions changed to actions.
4. **Rule XXVIII, (All sections except 5)** - The legitimate use of sick leave, family illness, definition of illness, reasonable evidence, confidentiality, procedures and application are all amended.

Changes effective 1/19/2007 were made to the following Rules:

1. **Rule VII, Section 4** - Changed to include (MMI) Medical Maximum Improvement under duty disability.
2. **Rule XI, Section 3** - Changed to include (VESSA) Victims’ Economic Security and Safety Act to the list of authorized absences for all employees.

Changes effective 5/13/2003 were made to the following Rule:

1. **Rule XVII**, the time period in which a person can file a charge has been extended from 90 days to one year of the occurrence and the procedures to be followed once a charge has been filed are described in more detail.

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- (c) The applicant falsified or failed to complete the application form, or otherwise made a false statement or omission of a material fact or practiced fraud or attempted deception in attempting to secure appointment.
- (d) The applicant is unable to perform the essential functions of the position.
- (e) The applicant currently uses cannabis or controlled substances illegally or abuses intoxicating beverages.
- (f) The applicant has been convicted of a crime related to the employment sought. Persons who have engaged in any act or conduct prohibited by state or federal statute or municipal ordinance will be subject to review of such record by the Commissioner of Human Resources or his or her designated representative and may be subject to disqualification.
- (g) The applicant was previously employed by the City and was dismissed for cause, or resigned not in good standing, or the applicant was dismissed for relevant cause by another employer.

RULE V - EQUAL EMPLOYMENT OPPORTUNITY

The City of Chicago is an Equal Employment Opportunity employer. The City of Chicago follows all applicable federal, state, and local laws and ordinances prohibiting discrimination.

Section 1 - Discrimination Prohibited

The City of Chicago, through its Human Rights Ordinance, prohibits discrimination based on race, color, sex, gender identity, age, religion, disability (including, but not limited to, those living with HIV), national origin, ancestry, sexual orientation, marital status, parental status, military service or discharge status and source of income.

Section 2 - Harassment Prohibited

The City of Chicago prohibits unlawful harassment based on race, color, sex, gender identity, age, religion, disability (including, but not limited to, those living with HIV), national origin, ancestry, sexual orientation, military service or discharge status.

The City of Chicago, through its Human Rights Ordinance also prohibits sexual harassment which means any unwelcome sexual advance or request for sexual favors or conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or receipt of City services; or when submission to or rejection of such conduct by an individual is used as the basis of an employment or service decision affecting the individual; or when such conduct has the purpose or effect of substantially interfering with the work performance of an employee or creating an intimidating, hostile or offensive work environment.

Section 3 - Retaliation Prohibited

It is a violation of this rule, the City's Diversity, Sexual Harassment Policy and Equal Employment Opportunity Policy and City ordinance to retaliate against or harass any person who asserts his or her rights regarding employment discrimination by: 1) opposing discriminatory practices in the workplace; 2) complaining about conduct prohibited by this policy; 3) complaining to, cooperating with or assisting the Department of Human Resources, or Office of Compliance or individual departments in resolving a complaint of discrimination.

Any action against an employee or applicant which affects the terms and conditions of employment, including but not limited to: refusal to hire, denial of promotion or job benefits, discipline in excess of an oral reprimand, demotion, suspension, or discharge may be considered retaliatory.

Section 4 - Applicability

This rule applies to applicants, volunteers, consultants and employees, whether paid or unpaid, of the City of Chicago.

Section 5 - Penalties

Employees found to be in violation of this rule will be subject to discipline, up to and including discharge.

RULE VI - EXAMINATIONS

Section 1 - General Provisions

Examinations shall be prepared and conducted under the direction of the Commissioner of Human Resources. Examinations shall be designed to furnish eligible lists as needed for all classes of positions in the Career Service. There are two types of examinations, general employment examinations and promotional examinations. The Commissioner of Human Resources shall determine the minimum requirements for participation in the examination process.

The examination process may include consideration of any or all of the following factors: education, training, experience, knowledge, skills, abilities, personal characteristics, past job performance, seniority, time in grade, physical and/or mental fitness, past behavior, criminal background and other factors as determined to be appropriate by the Commissioner of Human Resources. The method by which such factors are to be considered is to be determined by the Commissioner of Human Resources.

This rule applies to general employment and promotional examinations. Additional provisions applying to promotional examinations are found in Rule X.

Examinations may be held at one time or on an open and continuous basis. Examinations may result in single or multiple eligible lists.

Section 2 - Types of Training and Career Development Programs

The Commissioner of Human Resources shall ensure that the overall training program of the City provides a proper balance between the training of employees to improve their current effectiveness and the development of employees for career advancement. Appropriate methods of on-the-job and off-the-job training shall be utilized as required to effectively satisfy training needs.

Employee development opportunities will be designed and implemented to assist in preparing individuals in the workforce for more effective and efficient performance, as well as for advancement opportunities.

Section 3 - Use of Non-City Facilities

The Commissioner of Human Resources, or a department head with the approval of the Commissioner of Human Resources, may enter into agreements with universities, colleges and other educational institutions, organizations and individuals for education or training services for employees under planned training programs. The Commissioner of Human Resources may enter into agreements with other public jurisdictions for joint staffing, participation in programs and use of training facilities.

RULE XVI - GRIEVANCE PROCEDURE

Section 1 - Scope of the Grievance Procedure

The grievance procedure is a mechanism for resolving employee problems concerning a department's administration of the terms and conditions of employment. The grievance procedure is not intended to modify or change existing rules and regulations insofar as they are applied in a manner that is not arbitrary, capricious or discriminatory. Furthermore, the City retains the exclusive right to control and manage the several departments and to direct the work of employees.

This specifically includes, but is not limited to, the right to select, classify and promote employees. Employees in the categories of Probationary Career Service, Career Service, Provisional and Exempt Seasonal may use the grievance procedure as set forth in this Rule.

In order to assure standard implementation of this Rule, the Commissioner of Human Resources is responsible for establishing methods which monitor the use of all sections of this Rule.

Wage rates, salary schedules and fringe benefits are determined by the City Council. These matters, as well as selection and promotion, position classification, discipline and performance evaluation are not subject to this grievance procedure.

Section 2 - Complaint Defined

A complaint is a problem of an individual employee brought to the attention of her or his immediate supervisor orally or in writing.

Section 3 - Grievance Defined

A grievance is a written request for review of a department's administration of written or oral rules and regulations which relate directly to the terms and conditions of employment.

Section 4 - Grievance Review Board

The Grievance Review Board shall consist of three members: the Commissioner of Human Resources, the Budget Director and the Comptroller.

Section 5 - Employee Rights

No eligible employee shall be prohibited or restrained from using this grievance procedure. Individuals who attempt to interfere with an employee's use of this procedure may be subject to disciplinary action.

Beginning at the second step of this procedure (Section 8), the employee has the right to be accompanied by another City employee. Beginning at the third step of this procedure (Section 9), the employee has the right of representation.

Section 6 - Employee Complaint Procedure

1. The grievance procedure is initiated by an employee bringing a problem to the attention of the immediate supervisor orally or in writing. The complaint must be made within ten (10) working days of the occurrence of the problem.
2. The supervisor and the employee are urged to make every effort to resolve the problem.
3. Within five (5) working days of the receipt of the complaint, the supervisor shall orally inform the employee of the decision.

Section 7 - Step One: Filing a Grievance

1. If the employee is dissatisfied with the oral decision, a grievance may be filed with the immediate supervisor.

2. The grievance must be filed on the "Grievance Initiation Form" within ten (10) working days of the oral decision. All questions on this form must be answered, stating as many pertinent specifics as possible.
3. The immediate supervisor shall submit a written report and recommendation to the senior supervisor on the "Grievance Disposition Form" within five (5) working days of receipt of grievance.
4. The senior supervisor or her/his designated representative shall investigate the grievance and the immediate supervisor's report and recommendation. Thereafter, the senior supervisor shall render a decision, in writing, within five (5) working days after receiving the immediate supervisor's report and recommendation. The senior supervisor shall use the "Grievance Disposition Form".

Section 8 - Step Two: Department Head Review

1. If the employee is dissatisfied with the senior supervisor's decision, she or he may request a review of the decision by the department head. The employee must request this review within five (5) working days of the receipt of the senior supervisor's decision. The employee shall use the "Grievance Appeal Form."

The department head or her or his designated representative shall undertake the review using procedures that facilitate timely and fair resolution of the dispute. The department head shall inform the employee in writing of her or his decision within ten (10) working days of the receipt of the employee's request for review.

The department head will, at the time of issuing the written decision, supply the Grievance Review Board with copies of all appropriate material used in the department review. The department head shall also provide a brief, written explanation of the grounds for the disposition of the grievance.

Section 9 - Step Three: Appeal to the Grievance Review Board

1. If the employee is dissatisfied with the department head's review and decision, the employee may make an appeal to the Grievance Review Board within five (5) working days of the receipt of the department head's decision. The employee shall use the "Grievance Appeal Form".
2. The Board shall conduct a hearing of the appeal as soon as practicable. The hearing may be conducted by the Board, Board member(s) or by a Fact Finder designated by the Board. The employee and the department will be given an opportunity to present evidence at the hearing. The hearing will be informal and not bound by strict rules of evidence.

The function of the Fact Finder is to assemble all available facts surrounding the grievance and, thereafter, issue a written report to the Board. The Board shall advise both the employee and the department head of its decision in writing. The decision of the Board is final and binding.

3. If a grieving employee works under the direction of a member of the Grievance Review Board, that Board member shall not participate in the grievance review. The remaining two (2) members of the Board will appoint a third department head to serve on the Board for that grievance.
4. Three (3) months from the date of the Board's decision, the department head shall submit a report to the Board regarding the implementation of the decision.

Section 10 - Discrimination Charges

This grievance procedure may be used by an employee who has a problem involving a discrimination charge. An employee who files a grievance involving discrimination under this Rule XVI may not file a discrimination charge under Rule XVII for such alleged discrimination.

Section 11 - General Provisions

Modification of Time Limits - Each party to a grievance shall respond in such manner that the grievance shall be promptly resolved. However, with the written consent of both parties, the time limits outlined in this Rule may be extended for no longer than a matching period of time.

Failure to Observe Time Limits - Failure of any delegated representative of the City to respond within the time limits shall entitle the employee to carry the grievance to the next higher step in the grievance procedure. Failure of an employee to comply with the time limits outlined in this Rule or as modified shall be deemed to constitute a withdrawal and waiver of her or his claim.

Use of City Time - The employee shall be allowed reasonable working time to file a grievance, a request for review, or an appeal, and to attend related hearings. This use of time shall not interfere with the regular operations of the department.

Definition of Working Days - "Working Days" in this Rule shall mean all days other than Saturday, Sunday, and legal holidays. Saturday, Sunday, and legal holidays shall be excluded in computing the number of days within which action must be taken or notice given within the terms of this Rule.

Withdrawal of Grievance - An employee may request withdrawal of a grievance at any time.

Effective Date and Precedent Setting Value of Grievance Resolutions - Any resolution of a complaint below the level of the Grievance Review Board shall not set a

precedent for the resolution of other grievances. Any resolution of a complaint or grievance by an immediate supervisor or a senior supervisor that would result in the expenditure of funds or additional time off, shall not be effective unless and until approved by the appropriate department head.

Meetings Between the Parties - All parties to a grievance are urged to meet to resolve the problem.

Designation of Senior Supervisor(s) - The department head shall designate one or more senior supervisors for the purpose of investigation and resolution of grievances.

Employees Covered Under Other Grievance Procedures - Any employee covered by a grievance procedure negotiated under collective bargaining processes is not eligible to file a grievance under this Rule.

RULE XVII - COMPLAINTS OF DISCRIMINATION

Section 1 - Rights protected

Any employee or applicant for City employment who believes that he/she has been discriminated against on the basis of race, color, sex, gender identity, age, religion, disability (including, but not limited to, those living with HIV), national origin, ancestry, sexual orientation, marital status, parental status, military service or discharge status or source of income may file a complaint with the City of Chicago - Office of Compliance or his/her department's EEO Liaison.

Any person who believes that they have been subjected to harassment by a City employee on the basis of race, color, sex, gender identity, age, religion, disability (including, but not limited to, those living with HIV), national origin, ancestry, sexual orientation, military service or discharge status may file a complaint with the Office of Compliance or his/her department's EEO Liaison.

Section 2 - Exceptions

Any person making a complaint of discrimination or harassment concerning the Chicago Police Department or the Chicago Fire Department must make that complaint in accordance with the General Orders in effect in both departments.

Section 3 - Making Complaints

Anyone who believes that he/she has been subjected to any action, decision or harassment in violation of this policy, or who witnesses another being subjected to improper conduct may make a complaint or report to the Office of Compliance or his/her department's EEO Liaison.

Supervisors, managers, or human resources personnel who receive complaints or who become aware of any harassment in violation of this policy must notify the Office of Compliance. Supervisors and managers should also encourage individuals who believe that the City of Chicago's Diversity and Equal Employment Opportunity Plan has been violated to consult with a representative of the Office of Compliance.

An individual who believes that this policy has been violated may report the incident orally or in writing. Where the complaint is taken orally, the manager or supervisor receiving the complaint or the Office of Compliance staff member shall document the complaint in writing. The Office of Compliance will assist any individual to determine whether the conduct or decision complained about would violate City policy if found to be true.

Persons who wish to discuss a possible violation of this policy without revealing their identity may do so by telephoning or writing the Office of Compliance. In such cases, the Office of Compliance shall investigate, if warranted, or take such follow-up action as may be appropriate and possible, given the constraints required by anonymity.

If any employee knowingly makes a false accusation of discrimination or knowingly provides false information in the course of an investigation of a complaint, such conduct may be grounds for discipline. A complaint made in good faith, even if found to be unsubstantiated, will not be considered a false accusation.

Section 4 - Time limits

A complaint of unlawful discrimination or harassment must be filed within one year of the event giving rise to the complaint. For harassment complaints, a series of acts, some of which may predate the one-year time limit will be considered so long as the most recent complaint of harassment occurred no more than one year prior to the filing of the complaint and the untimely allegations appear to constitute a pattern of harassment such that all the allegations should be considered together. If the complaint has not been filed within the time limit, the employee will be deemed to have waived his/her complaint.

A complaint of retaliation must be filed within three years of the date of the original complaint of discrimination or harassment giving rise to the alleged retaliation. In the discretion of the Diversity Officer, allegations occurring outside the time limit may be considered if there is clear and convincing evidence of a causal connection between the claimed retaliatory action and the original complaint.

The filing of a complaint of discrimination does not limit, extend, replace, or delay the right of any person to file a similar charge with the Chicago Commission on Human Relations or any state or federal agency having authority to hear matters of discrimination charges.

Section 5 - Privacy

All complaints and investigations will be handled, to the extent possible, in a manner that will protect the confidentiality of those involved. Complaints of discrimination may be discussed with other persons who may have information about the complaint and those who have a legitimate need to know about the facts or resolution of a complaint. Also, in many circumstances, the law requires the City to disclose information provided to the Office of Compliance to other governmental agencies. The Office of Compliance will provide notice to the Office of the Inspector General of all complaints.

Section 6 - Disposition

The Diversity Officer or his/her designee shall direct the investigation of the complaint. The Diversity Officer shall report the results of such investigation to the person who filed the complaint in writing.

The Office of Compliance shall make a final decision regarding the complaint based on a report prepared by the Diversity Officer and his or her staff. The complainant, his/her Department Head, and the department's EEO Liaison will receive written reports of the investigation and final disposition rendered by the Office of Compliance.

The Department Head must either comply with the decisions rendered by the Office of Compliance or within 30 days of receiving the report of the Office of Compliance explain in writing the reasons that he or she has taken another or no action.

RULE XVIIIA - DISABILITY APPEAL PROCEDURE

Section 1 - Appeal Procedure for Employees/Applicants Rejected

Any applicant or employee who is rejected for City employment based on a physical examination, and who believes such rejection is based on a disability which,

- (a) under law, the City is required to reasonably accommodate to allow the person to perform the essential functions of the position in question; or,
- (b) does not exist, or exists, but does not prevent the person from performing the essential functions of the position;

may file a written appeal with the Commissioner of Human Resources within ten (10) days of receipt of written notice of such rejection. If mailed, notice shall be deemed to be received five (5) days after mailing. The written appeal may be delivered to the Department of Human Resources, Room 1100, City Hall, during regular business hours,

or mailed by certified mail, return receipt requested. The appeal must include the name, address, and telephone number of the person rejected, the position and department or agency involved, the circumstances of the rejection and any matters, including any medical evidence, which the person believes supports the appeal. The Commissioner of Human Resources shall cause the appeal to be investigated which may, but need not, include consultations with City or other physicians. The Commissioner of Human Resources may, but need not, direct that the person be re-examined at City expense. The Commissioner of Human Resources shall render a decision in the appeal which shall be binding on the applicant, employee and agency or department head.

Section 2 - Exemptions

This Rule does not apply to sworn positions in the Department of Police or to any position in the Fire Department.

RULE XVIII - DISCIPLINARY ACTIONS AND PROCEDURES FOR CAREER SERVICE EMPLOYEES

Section 1 - Causes for Disciplinary Action

The City of Chicago has an interest in promotion of order and general welfare of all employees, as well as the general public. The City of Chicago, a public employer, requires that its employees perform their duties in a manner which furthers the efficiency and best interests of the City, and which results in the highest level of public trust and confidence in municipal government.

The department head has the authority and responsibility to take disciplinary action against any employee whose conduct does not further the efficiency and best interests of the City of Chicago. The degree of discipline to be meted out is dependent on various factors including, but not limited to, the seriousness of the offense, the employee's work record and the totality of the circumstances. The following conduct, discussed below, when engaged in by an employee, will result in disciplinary action which may include discharge unless the employer, taking all circumstances into account, deems it to be excusable.

As with all the Personnel Rules, it should be noted that if an employee is covered by a Collective Bargaining Agreement, that agreement shall govern in the event of a conflict between any part of this Rule and any such agreement. Employees covered by such agreement can only be discharged for just cause.

TARDINESS/ABSENTEEISM

1. Absence without leave. While a department head may discipline an employee for an absence without leave of any duration, including discharge in appropriate

circumstances, a department head is required to initiate discharge action against an employee who is absent without leave for five (5) consecutive work days.

2. Leaving the department, office or work site without proper authorization.
3. Failing to call in advance when tardy or not showing up for work.
4. Having an irregular or excessive absence or tardiness record or a pattern of repeated absence or tardiness at a specific time or on specific days of the week or month or in relation to holidays.
5. Failure to return to work on time after breaks, lunch or rest periods without prior authorization to extend the time of such breaks, lunch, or rest period.

MISREPRESENTATION

6. Failing to disclose any information requested or providing a false or misleading answer to any question in any application, questionnaire, information form or other document provided by the City.
7. Falsely representing to a superior the quality and/or quantity of work performed by either the employee making the representation or any other employee.
8. Making false, inaccurate or deliberately incomplete statements in an official inquiry, investigation or other official proceeding.
9. Fraud in securing employment.
10. Requesting or accepting a leave of absence on fraudulent grounds.
11. Falsification of any attendance or other employment records.
12. Engaging in a profession, business, trade, investment, occupation or other activity which results in a conflict of interest with present City employment.
13. Use of sick leave in an unauthorized manner for purposes other than allowed under City rules and regulations.

CRIMINAL OR IMPROPER CONDUCT

14. Involvement in the illegal sale, delivery, receipt, possession or use of any controlled substance either on or off the job site during hours of employment or non-working time.
15. Engaging in any act or conduct prohibited by the Municipal Code of the City of Chicago, the Illinois Compiled Statutes, applicable laws of other states, or federal statutes.

16. Possessing, carrying, storing, or using dangerous chemicals or any hazardous substance as defined by the Uniform Hazardous Substances Act of Illinois on the job when not authorized to do so.
17. Misappropriating any funds of the City or any other public or private organization.
18. Gambling or betting during working time or on work premises.
19. Theft or unauthorized possession of City of Chicago or other public property, or use of such property for unauthorized purposes; having other City employees perform services or directing other City employees to perform services for unauthorized purposes or accepting the benefits of such performance.
20. Retaliation against an employee who reasonably and in good faith has filed a grievance, charge or complaint regarding the terms or conditions of employment; and/or against an employee who has properly testified, assisted or participated in any manner in an investigation, proceeding or hearing regarding such grievance, charge or complaint.
21. Using one's official status as a public employee to effectuate the sale, disposal or exchange of property or other object of value belonging to any member of the public through fraud, theft, or misrepresentation or complicity with others in such acts.
22. (Repealed 2/95 and reserved for future amendment; see Rule V and Rule XVIII, Section 1, #42, (a), (b), (c), and (d).
23. Discourteous treatment, including verbal abuse, of any other City employee or member of the public. Provoking or inciting another employee or member of the public to engage in such conduct.
24. Reporting for work under the influence of alcohol or drugs; drinking alcoholic beverages or using drugs not prescribed or in a manner not prescribed by a physician during working hours; possession of alcohol or illegal drugs while on duty.
25. Insubordinate actions, including failure to carry out a rule, order or directive related to the performance of the employee's duty; assaulting, threatening, intimidating or abusing a supervisor either physically or verbally.
26. Restricting production output, encouraging others to do so or supporting others doing so.
27. Giving preferential treatment in the course of employment to any organization or person unless authorized by law.

28. Loss of professional or other license or failing to attain prerequisites necessary to obtain or renew professional or other license when such a license is required to meet the standards of the position.

CONDUCT INVOLVING JOB PERFORMANCE

29. Failing to take action as needed to complete an assignment or perform a task safely.
30. Solicitation of other employees for any purpose, during the working time of the employee soliciting or being solicited, or in areas to which the public has access for the purpose of transacting business relating to City government.
31. Using the office, work site, work locations, work vehicle, work tools or work materials and supplies to conduct a secondary business, trade or occupation.
32. Treating discourteously any member of the public where such person can reasonably believe that the employee is acting within the scope of her or his employment.
33. Interfering with others on the job.
34. Distributing literature in any working area, or area where City business is conducted with members of the public, during the work time of the employee who is distributing or the employee who is receiving the literature, except in the course of performing the duties of the position.
35. Acting negligently or willfully in the course of employment so as to damage public or private property or cause injury to any person.
36. Failing to comply, in carrying out any acts in the scope of employment, with laws or departmental rules governing health, safety, and sanitary conditions.
37. Mismanagement or waste of funds.
38. Inattention to duty including loafing, sleeping on duty, or loitering in the work area.
39. Incompetence or inefficiency in the performance of the duties of the position. This means performance of the duties of the position at a level lower than that ordinarily expected of other employees in similar positions, due either to lack of ability, knowledge or fitness, lack of effort or motivation, carelessness or neglect.
40. Solicitation or acceptance for personal use of any fee or other valuable thing which may be construed as a bribe; that is when such fee, gift, or other valuable thing is solicited by or given to the employee, in hope or expectation of receiving

treatment better than that accorded other persons, or using one's office so as to give the appearance of such impropriety.

VIOLATIONS OF CITY POLICY AND RULES

41. Failure to be an actual resident of the City of Chicago.
42. Discrimination against an employee or applicant because of race, color, religion, sex, disability (including, but not limited to, HIV – status), national origin, ancestry, age over 40, sexual orientation, or gender identity. Discrimination in the performance of job duties against any member of the public because of race, color, religion, sex, disability (including, but not limited to, HIV – status), national origin, ancestry, age over 40, sexual orientation, or gender identity.
 - (a) Sexual harassment, which means any unwelcome sexual advance or request for sexual favors or conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or receipt of City services; or when submission to or rejection of such conduct by an individual is used as the basis of an employment or service decision affecting the individual; or when such conduct has the purpose or effect of substantially interfering with the work performance of an employee or creating an intimidating, hostile or offensive work environment. Conduct which can, in certain circumstances, be considered sexual harassment includes but is not limited to sexually suggestive of offensive remarks, sexually suggestive pictures, sexually suggestive gesturing, verbal harassment or abuse of a sexual nature, subtle or direct propositions for sexual favors, and touching, patting or pinching.
 - (b) Failure of a supervisor, who is having a romantic relationship with any City employee over whom he or she has supervisory authority, to report this fact to his or her supervisor.
 - (c) Failure of a supervisor, who is aware of or reasonably should be aware of sexually harassing conduct by another employee, to report that conduct as required by the City's Policy on Sexual Harassment, whether or not anyone complains about such conduct.
 - (d) Failure to cooperate with and truthfully answer inquiries of the City's Sexual Harassment Officer.
43. Failure to comply with the requirements of secondary employment as delineated in Personnel Rule XX, Section 3.
44. Violation of confidentiality of personnel records of City employees or other municipal records.

45. Any act or conduct in violation of, or failing to perform any duty required by, the Ethics Ordinance, Chapter 2-156 of the Municipal Code of Chicago, as amended.
46. Failure to report misconduct by City employees to the proper City authority.
47. Failure to immediately report to a supervisor any on duty accident or injury which the employee is involved in or observes.
48. Violating any departmental regulations, rules or procedures.
49. Unauthorized entry into City facilities, any part thereof, or unauthorized presence on City property.
50. Conduct unbecoming an officer or public employee.
51. Violating the City's drug and alcohol testing policy. A department head is required to initiate a discharge action against any employee who tests positive for illegal drugs and/or alcohol use; refuses to cooperate with testing procedures; is found to be under the influence of illegal drugs or alcohol while on duty and on the employer's premises; is found in possession of alcohol, drugs or drug paraphernalia; or is found selling or distributing drugs or drug paraphernalia on the employer's premises.
52. Failure to pay an overdue debt owed to the City within thirty (30) days of receiving a demand therefore, unless the employee:
 - (1) has entered into an agreement with the City of Chicago through the appropriate department for the payment of all debts owed to the City and is in compliance with the agreement; or
 - (2) is contesting liability for the amount of the debt in a pending administrative or judicial proceeding; or
 - (3) has filed a petition in bankruptcy and the debts owed the City are dischargeable in bankruptcy.
53. Any act or conduct in violation of, or failing to perform any duty required by, Personnel Rule XXIX - Conflict of Interest.
54. Any act of violence in the workplace or violation of the City's Violence in the Workplace Policy. Violence includes written or verbal communications, whether direct or indirect, which are of a threatening, intimidating or coercive nature; the threat or use of physical force, including fighting or horseplay; stalking; vandalism or destruction of property; and the use or possession of any weapon and/or ammunition, unless the specific weapon and/or ammunition is authorized by the City for a particular work assignment. For the purpose of this paragraph, violence does not include actions taken by security personnel within the scope of their employment, but does include such employees' actions with

respect to co-workers. Specific acts or omissions which are in violation of the Violence in the Workplace Policy include:

- (a) Failure of a manager or supervisor to implement and maintain safe workplace practices, including the Violence in the Workplace Policy, or failure to communicate the Policy to subordinates.
- (b) Failure of an employee, including a manager or supervisor, to report an incident of violence in the workplace or any potentially dangerous situation to his or her supervisor or the departmental Violence in the Workplace Liaison.
- (c) Failure of an employee, including a manager or supervisor, to promptly report an incident of violence to law enforcement authorities when the employee knows or should know that a violation of law may have occurred and the employee is unable to report the incident to the employee's supervisor or departmental Violence in the Workplace Liaison.
- (d) Failure of an employee, including a manager or supervisor, to notify his or her supervisor and departmental Violence in the Workplace Liaison when an Order of Protection has been obtained by or against the employee naming City premises.
- (e) Failure of an employee, including a manager or supervisor, to cooperate with a Violence in the Workplace Liaison or the City's Violence in the Workplace Coordinator in the course of an investigation of workplace violence.
- (f) Failure of an employee, including a manager or supervisor, to assist persons injured as a result of workplace violence, including summoning EMS personnel, staying with the injured person(s) until EMS arrives, and assisting City officials in reaching the emergency contacts of any injured person(s).
- (g) Retaliation against any person for having made a good faith complaint or report of violence in the workplace, or participating in or aiding an investigation of violence in the workplace.

55. Excessive force or other improper use of authority by security personnel.

Section 2 - Progressive Discipline

- (a) The City of Chicago approves of the concept of progressive and corrective discipline for Career Service employees and recommends its use when appropriate. Progressive discipline is a systematic approach to correct unwanted behavior and deter its occurrence by administering disciplinary actions based upon various factors, including, but not limited to, the severity of the infraction,

the number of times it has occurred, and the totality of the circumstances surrounding the misconduct. The City of Chicago uses progressive discipline at its discretion and does not solely rely on this concept in every instance when taking disciplinary action.

While it is not possible to list every act which will or might result in disciplinary action, actions itemized in Section 1 reflect conduct which is deemed to be inappropriate and which may result in disciplinary action. This list is not exhaustive, but is offered instead to generally provide notice of inappropriate conduct. Supervisors may deem that conduct other than that itemized above is improper and warrants discipline. Further, the department head, or her/his designee, has the discretion to determine what degree of discipline is appropriate after weighing all the situational factors involved in the misconduct.

- (b) **TYPES OF DISCIPLINARY ACTION** - The types of disciplinary action which may be imposed include the following:

Reprimand, which is a censure expressing formal disapproval of the actions of an employee, but carrying no loss of privileges. A reprimand may be oral or in writing, but in either case is made part of the employee's record.

Suspension, which is the temporary removal from employment, accompanied by a concurrent and temporary loss of the privileges of employment, including, but not limited to, salary or wages. The department head has authority to suspend an employee for thirty (30) days or less.

Demotion, which is the reduction of the grade or class of employment and corresponding permanent reduction in salary or wages.

Discharge, which is the act of dismissal from employment and the permanent loss of all privileges of employment. Discharge includes the withdrawal of any right to reinstatement from layoff or leave of absence.

Section 3 - Notification - Suspensions of Thirty (30) Days or Less

Whenever a disciplinary action is to be taken against a Career Service employee, except where the disciplinary action is an oral reprimand, the employee shall be notified in writing and on a timely basis, of such action. The notification shall include a description of and cause for the disciplinary action. As appropriate, the Career Service employee shall further be advised as follows:

- (a) If the disciplinary action is a suspension of not more than ten (10) days, the employee has the right to request a department review of the actions. Such request must be submitted in writing to the department head within five (5) working days of the notification of the disciplinary action.
- (b) If the disciplinary action is a suspension of more than ten (10) days and less than thirty-one (31) days, or a second suspension within a six-month period, the



**CITY OF CHICAGO
DEPARTMENT OF WATER**



RECORD OF VERBAL COUNSELING

1st. Notice ✓

2nd. Notice _____

NAME DPHELIA CACE DATE 4/1/92DEPARTMENT WATERBUREAU SERVICESECTION COLLECTION

VIOLATION

LATE ARRIVAL _____

SAFETY VIOLATION _____

OTHER _____

EARLY DEPARTURE _____

DEFECTIVE WORK X

ABSENT _____

ATTITUDE _____

REMARKS (Please be specific) ON 3/23/92 YOU WERE ASSIGNED TO
ROUTE 7969 TO READ WATER METERS. YOU FAILED TO COMPLETE
THE ASSIGNMENT AND TURNED IN A REPORT THAT YOU
HAD READ 34 METERS ACTUALLY UPON RECOUNT THE NUMBER
OF METERS READ WAS 14. PLEASE BE ADVISED THAT YOU MUST
TRY HARDER TO COMPLETE ASSIGNMENTS AND ALSO TURN IN AN
ACCURATE REPORT FOR DAYS WORK.

EXHIBIT

tabbles

3

P. Mulhgan
 SIGNATURE OF SUPERVISOR

White copy to personnel file

REFUSED TO SIGN 4-7-92
 SIGNATURE OF EMPLOYEE

Pink copy to employee

CAG001042



C-708

**CITY OF CHICAGO
DEPARTMENT OF WATER**



RECORD OF VERBAL COUNSELING

1st. Notice ☒2nd. Notice ☐NAME Ophelia Cage DATE 10-1-92DEPARTMENT WATERBUREAU WATER SERVICESSECTION COLLECTIONS

VIOLATION

LATE ARRIVAL ☐SAFETY VIOLATION ☐OTHER ☐EARLY DEPARTURE ☐DEFECTIVE WORK ☒ABSENT ☐ATTITUDE ☐

REMARKS (Please be specific) ON 9/25/92, Meter Located at [redacted]
W 24th Street WAS REPORT (OBSERVED). RATERAKER
John Hill, Located + READ SAME METER 9/29/92,
Verified by supervisor 10/1/92 with RATERAKER
REASON FOR VERBAL COUNSELING DEFECTIVE WORK

SIGNATURE OF SUPERVISOR

White copy to personnel file

SIGNATURE OF EMPLOYEE

Pink copy to employee

CAG001039



CITY OF CHICAGO
Richard M. Daley
Mayor

SSN [REDACTED]Date 6-10-93

CITY OF CHICAGO WRITTEN REPRIMAND

Employee Ophelia Coge Payroll No. 4251

Department

Bureau

Division WATER SERVICE/FIELDJob Title Water Rate Taker Immediate Supervisor Leroy TaylorDate of Violation 4-13-93 Time VARIED Location VARIED

This is to inform you that you are reprimanded according to the provisions of Rule XVIII of the City of Chicago Personnel Rules.

The cause for this reprimand is: ON 4-13-93 YOU TURNED IN WRONG AND INCOMPLETE READINGS ON 7 of 1st 10 stops. This is UNACCEPTABLE PERFORMANCE of JOB AS WATER RATE TAKER

This action is a violation of: Section 139

INCOMPETENCE OR INEFFICIENCY in the performance of the duties OF the position. This means performance of the duties of the position AT A LOWER LEVEL than that ordinarily expected of other employees in similar positions. Due either to lack of ability, knowledge or fitness, lack of effort or motivation or carelessness or neglect.

A repetition of the above violation may result in further disciplinary action.

Ophelia Coge refused to sign.

Employee Signature _____
(If employee refuses to sign, please so indicate.)

Date

Leroy Taylor
Signature of Supervisor
Issuing Reprimand

Date

S. V.
Title

A COPY OF THIS REPRIMAND WILL BE MADE A PART OF YOUR PERMANENT RECORD.

White Copy — To Employee

Yellow Copy — To Department Head

Pink Copy — To Immediate Supervisor

U.S. GPO: 1980-455

Rev 11/89 PER-20

CAG001038



CITY OF CHICAGO
Richard M. Daley
Mayor

SSN [REDACTED]

Date

09 MARCH 94

CITY OF CHICAGO WRITTEN REPRIMAND

Employee OPHELIA CAGE Payroll No. 4251Department WATER
Bureau SERVICE
Division COLLECTION / FIELDJob Title WATER RATE TAKER Immediate Supervisor LEROY TAYLORDate of Violation FEB. 25, 1994 Time DURING WORKING HOURS Location RTE # 8057 088, 089, 104 ^{566 086, 087}

his is to inform you that you are reprimanded according to the provisions of Rule XVIII of the City of Chicago Personnel Rules.

the cause for this reprimand is: ON FRIDAY FEBRUARY 25, 1994 OPHELIA CAGE (W.R.T.) FAILED TO LOCATE SEVERAL WATER METERS, ALTHOUGH MS. CAGE HAD ALL THE CORRECT INFORMATION OF PREMISES, METER LOCATION AND CORRECT ACCESS NOTES

his action is a violation of: RULE XVIII SECT 1 CAUSES FOR DISCIPLINARY ACTION

CONDUCT INVOLVING JOB PERFORMANCE
3) INCOMPETENCE IN THE PERFORMANCE OF DUTIES OF THE POSITION. THIS MEANS PERFORMANCE OF THE DUTIES OF THE POSITION AT A LEVEL LOWER THAN THAT ORDINARILY EXPECTED OF OTHER EMPLOYEES IN SIMILAR POSITIONS & IS EITHER A LACK OF ABILITY, KNOWLEDGE OR LACK OF EFFORT OR MOTIVATION & CARELESSNESS OR NEGLIGENCE.

repetition of the above violation may result in further disciplinary action.

O. Cage 3/10/94
Employee Signature Date
employee refuses to sign, please so indicate.)

X. Leroy Taylor 3/10/94
Signature of Supervisor Date
Issuing Reprimand
SUPERVISOR WATER RATE TAKER
Title

A COPY OF THIS REPRIMAND WILL BE MADE A PART OF YOUR PERMANENT RECORD.

Blue Copy — To Employee

Yellow Copy — To Department Head

Pink Copy — To Immediate Supervisor

Rev 11/89 DEF. 90

CAG000494



CITY OF CHICAGO
Richard M. Daley
Mayor

CITY OF CHICAGO WRITTEN REPRIMAND

SSN _____

Date April 13, 1994

Employee Ophelia Cage Payroll No. 4251
Department Water
Bureau Water Services
Division Collection
Job Title Water Rate Taker Immediate Supervisor Leroy Taylor
Date of Violation _____ Time _____ Location _____

This is to inform you that you are reprimanded according to the provisions of Rule XVIII of the City of Chicago Personnel Rules.

The cause for this reprimand is: On 3-3-94, Water Rate Taker, Cage turned in an erroneous reading at _____ Kimbark.

This action is a violation of: Rule XVIII Disciplinary Actions and procedures for Career Service employees conduct involving job performance. (39) Incompetence or inefficiency in the performance of the duties of the position. This means performance of the duties of the position at a level lower than that ordinarily expected of other employees in similar positions, due either to lack of ability, knowledge or lack of effort or motivation carelessness or neglect.

A repetition of the above violation may result in further disciplinary action.

Employee Signature _____ Date _____
(If employee refuses to sign, please so indicate.)

Signature of Supervisor _____ Date _____
Issuing Reprimand

Title

A COPY OF THIS REPRIMAND WILL BE MADE A PART OF YOUR PERMANENT RECORD.

White Copy - To Employee

Yellow Copy - To Department Head

CAG000815



CITY OF CHICAGO
Richard M. Daley
Mayor

SS. [REDACTED]

Date Nov. 22, 1994

CITY OF CHICAGO WRITTEN REPRIMAND

Employee Ophelia Cage Payroll No. 4251
 Department Water
 Bureau Water Services
 Division Collection
 Job Title Water Rate Taker Immediate Supervisor Leroy Taylor
 Date of Violation 8-19-94 Time 7am - 3:30pm Location 5440 S. M.L. King Dr.

This is to inform you that you are reprimanded according to the provisions of Rule XVIII of the City of Chicago Personnel Rules.

The cause for this reprimand is: On 8-19-94, Water Rate Taker, Cage turned in an erroneous Meter Comment Code at [REDACTED] S. M.L. King Dr.

This action is a violation of: Rule XVIII Disciplinary Actions and procedures for Career Service employees conduct involving job performance. (39) Incompetence or inefficiency in the performance of the duties of the position. This means performance of the duties of the position at a level lower than that ordinarily expected of other employees in similar positions, due either to lack of ability, knowledge or lack of effort or motivation carelessness or neglect.
 A repetition of the above violation may result in further disciplinary action.

O. Cage 12-01-94
 Employee Signature Date
 If employee refuses to sign, please so indicate.)

Leroy Taylor 12-1-94
 Signature of Supervisor Date
 Issuing Reprimand
Supv.
 Title

A COPY OF THIS REPRIMAND WILL BE MADE A PART OF YOUR PERMANENT RECORD.

White Copy — To Employee

Yellow Copy — To Department Head

Pink Copy — To Immediate Supervisor

Rev 11/89 PER-20

CAG000492



CITY OF CHICAGO
Richard M. Daley
Mayor

SSN [REDACTED]

Date Sept. 14, 1994

CITY OF CHICAGO WRITTEN REPRIMAND

Employee Ophelia Cage Payroll No. 4251
 Department of Water
 Bureau Services
 Division Collection
 Job Title Water Rate Taker Immediate Supervisor Leroy Taylor
 Date of Violation Sepp. 1, 1994 Time 7am - 3pm Location _____

This is to inform you that you are reprimanded according to the provisions of Rule XVIII of the City of Chicago Personnel Rules.

The cause for this reprimand is: On 9-01-94, Water Rate Taker, Cage turned in an erroneous reading at [REDACTED] W. 43 St.

This action is a violation of: Rule XVIII Disciplinary Actions and procedures for Career Service employees conduct involving job performance. (39) Incompetence or inefficiency in the performance of the duties in the position. This means performance of the duties of the position at a level lower than that ordinarily expected of other employees in similar positions, due either to lack of ability, knowledge or lack of effort or motivation carelessness or neglect.
 A repetition of the above violation may result in further disciplinary action.

Employee Signature [Signature] Date 9-16-94
 If employee refuses to sign, please so indicate.)
 Signature of Supervisor [Signature] Date 9-15-94
 Issuing Reprimand
 Title Supv. / W. R. T.

A COPY OF THIS REPRIMAND WILL BE MADE A PART OF YOUR PERMANENT RECORD.

White Copy — To Employee

Yellow Copy — To Department Head

Pink Copy — To Immediate Supervisor

Rev 11/89 PER-20

CAG000493



CITY OF CHICAGO
DEPARTMENT OF WATER



RECORD OF VERBAL COUNSELING

1st. Notice ☒

2nd. Notice ☐

NAME Ophelia CAGE

DATE 4-17-95

DEPARTMENT WATER

BUREAU WATER SERVICE

SECTION Collection

VIOLATION

LATE ARRIVAL ☐

SAFETY VIOLATION ☐

OTHER ☐

EARLY DEPARTURE ☐

DEFECTIVE WORK ☒

ABSENT ☐

ATTITUDE ☐

REMARKS (Please be specific)

ON 2-1-95 Ratetaker Ophelia CAGE
turned in erroneous information on building located
at [REDACTED] W 19th Street. She advised bldg LKO & VMC.
There is a key for building that works.

Page's Reply,

Key did not work for her, either lock froze or
wrong key. She tried to open lock, lock did not open.

[Signature]
SIGNATURE OF SUPERVISOR

Refused to sign

CAG000491



CITY OF CHICAGO
Richard M. Daley
Mayor

CITY OF CHICAGO SUSPENSION NOTICE

For Career Service (CS) Employees

SLA
Date August 31, 1995

Employee Ophelia Cage Payroll No. 4251
Department Water
Bureau Water Services
Division Collection/Field
Job Title Water Rate Taker Immediate Supervisor Danny Pilas

In accordance with the City of Chicago's Personnel Rule XVIII, Section 2, you are hereby suspended effective at 7:00 A.M./P.M. on Sept. 7, 1995 for One calendar days.

You are to return to work on Sept. 8, 1995

The cause for this suspension is: On July 18, 1995, Water Rate Taker Cage turned in eight can not locate (C.L.) on Route #7119 and on June 13, 16, 26 and 27, 1995 turned in numerous erroneous readings on Route #8053, 8058, 8001 and 7762.

This action is a violation of: Rule XVIII Disciplinary Actions and procedures for Career Service employees. Section I-Paragraphs #7, 29, 39 and 48.

A repetition of the above violation may result in further disciplinary action.

Ophelia Cage 09-06-95
Employee Signature Date
(If employee refuses to sign, please so indicate.)

Samm Pilas 9/5/95
Signature of Supervisor Date
Issuing Suspension

Chief Water Rate Taker
Title

RIGHTS OF APPEAL:

Career Service employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action before their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension within a six-month period, the suspension may be appealed in writing to the City Personnel Board. Any such requests must be made within 72 hours of the notification of the disciplinary action.

White Copy — To Employee
Yellow Copy — To Department Head

Pink Copy — To Immediate Supervisor
Goldenrod Copy — To Department of Personnel (with PER-14)

Revised 4/89

PER-21

CAG000490



CITY OF CHICAGO
Richard M. Daley
Mayor

**CITY OF CHICAGO
SUSPENSION NOTICE**
For Career Service (CS) Employees

Signature _____
Date July 22, 1996

Employee Ophelia Cage Payroll No. 4251
Department Water
Bureau Service
Division Field/Collection
Job Title Water Rate Taker Immediate Supervisor Leroy Taylor

In accordance with the City of Chicago's Personnel Rule XVIII, Section 2, you are hereby suspended effective at 7:00 A.M./P.M. on July 24, 1996 for Three (3) calendar days.

You are to return to work on July 29, 1996

The cause for this suspension is: Between December 1995 & June 1996 you recorded numerous erroneous readings on your assigned routes.

*Would Not Sign
P.N.*

This action is a violation of:

**Rule XVIII Disciplinary Actions and Procedures
for Career Service Employees. Section I
Paragraphs #7, 29, 39, and 48.**

A repetition of the above violation may result in further disciplinary action.

Employee Signature _____ Date _____
(If employee refuses to sign, please so indicate.)

Leroy Taylor 7-23-96
Signature of Supervisor _____ Date _____
Issuing Suspension

Supervisor Water Rate Taker
Title

RIGHTS OF APPEAL:

Career Service employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action before their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension within a six-month period, the suspension may be appealed in writing to the City Personnel Board. Any such requests must be made within 72 hours of the notification of the disciplinary action.

White Copy — To Employee
Yellow Copy — To Department Head

Pink Copy — To Immediate Supervisor
Goldenrod Copy — To Department of Personnel (with PER-14)

Revised 4/89

PER-21

CAG000811



CITY OF CHICAGO
DEPARTMENT OF WATER



RECORD OF VERBAL COUNSELING

1st. Notice X

2nd. Notice _____

NAME OPHELIA CAGE

DATE 6-20-96

DEPARTMENT WATER

BUREAU SERVICES

SECTION COLLECTION

VIOLATION

LATE ARRIVAL _____

SAFETY VIOLATION _____

OTHER _____

EARLY DEPARTURE _____

DEFECTIVE WORK X

ABSENT _____

ATTITUDE _____

REMARKS

(Please be specific)

DURING THE MONTH OF MAY, 1996
YOU HAD A 25% LOCK-OUT RATIO TO READING RATIO.

NATURE OF SUPERVISOR

copy to personnel file

Yellow copy to supervisor

SIGNATURE OF EMPLOYEE

Pink copy to employee

CAG000489



**CITY OF CHICAGO
DEPARTMENT OF WATER**



RECORD OF VERBAL COUNSELING

1st. Notice ☒

2nd. Notice ☐

NAME Ophelia Caga DATE 12-6-96

DEPARTMENT Water

BUREAU Water Services

SECTION Collections

VIOLATION

LATE ARRIVAL ☐

SAFETY VIOLATION ☐

OTHER ☐

EARLY DEPARTURE ☐

DEFECTIVE WORK ☒

ABSENT ☐

ATTITUDE ☐

REMARKS (Please be specific)

*During the month of November, your lock-out percentage was 22.83%
IF your lock-out percentage continues that high - MAY result in disciplinary action taken against you.*

Larry Ogilvie
NATURE OF SUPERVISOR

Refused
SIGNATURE OF EMPLOYEE

Blue copy to personnel file

Yellow copy to supervisor

Pink copy to employee

CAG000487



CITY OF CHICAGO
Richard M. Daley
Mayor

SSN [REDACTED]

Date February 10, 1998

CITY OF CHICAGO SUSPENSION NOTICE

For Career Service (CS) Employees

Employee Ms. Ophelia Cage Payroll No. 4251
Department Water
Bureau Water Service
Division Water Collection/Field Section
Job Title Water Rate Taker Immediate Supervisor Robert Kroll

In accordance with the City of Chicago's Personnel Rule XVIII, Section 2, you are hereby suspended effective at 7:00 A.M./P.M. on February 23, 1998 for ten calendar days.

You are to return to work on March 5, 1998 at 7:00 a.m.

The cause for this suspension is: On September 25, 1997 Water Rate Taker Cage turned in numerous erroneous comment codes on route #7765.

This action is a violation of: **RULE XVIII, DISCIPLINARY ACTION FOR CAREER SERVICE EMPLOYEES, SECTION 1, CAUSES FOR DISCIPLINARY ACTION: PARAGRAPHS #7, 29, 39 and 48.**

A repetition of the above violation may result in further disciplinary action.

REFUSED TO SIGN
Employee Signature _____ Date _____
(If employee refuses to sign, please so indicate.)

Robert Kroll 2-20-98
Signature of Supervisor _____ Date _____
Issuing Suspension

SUPERVISOR OF WATER RATE TAKERS
Title

RIGHTS OF APPEAL:

Career Service employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action before their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension within a six-month period, the suspension may be appealed in writing to the City Personnel Board. Any such requests must be made within 72 hours of the notification of the disciplinary action.

White Copy — To Employee
Yellow Copy — To Department Head

Pink Copy — To Immediate Supervisor
Goldenrod Copy — To Department of Personnel (with PER-14)

Revised 4/89

PER-1

CAG001043



**CITY OF CHICAGO
DEPARTMENT OF WATER**



RECORD OF VERBAL COUNSELING

1st Notice x

2nd Notice _____

NAME OPHELIA CAGEDATE Aug. 23, 2001DEPARTMENT WATERBUREAU SERVICESSECTION COLLECTION

VIOLATION		
LATE ARRIVAL _____	SAFETY VIOLATION _____	OTHER _____
EARLY DEPARTURE _____	DEFECTIVE WORK <u>xx</u>	_____
ABSENT _____	ATTITUDE _____	_____

REMARKS (Please be specific) ON THURSDAY, AUGUST 23, 2001 YOU DID NOTFOLLOW THE FIELD PERSONNEL PROCEDURE GUIDELINE "NO READ" SME ONLY:RULE #2. RING ALL BELLS, AND SINCE DOOR BELLS CAN SOMETIMES BEBROKEN, KNOCK ON FRONT DOOR OR WINDOW....YOUR VIOLATION WAS YOU (RANG 1ST FLR ONLY) YOU ALSO FAILED TO RING2ND FLR BELL AT [REDACTED] S PRINCETON.

[Signature]
SIGNATURE OF SUPERVISOR

[Signature]
SIGNATURE OF EMPLOYEE

ite copy to personnel file

Yellow copy to supervisor

Pink copy to employee

CAG000485



**CITY OF CHICAGO
DEPARTMENT OF WATER**



RECORD OF VERBAL COUNSELING

1st Notice ☒2nd Notice ☐NAME Ophelia Cage DATE 5.17.04DEPARTMENT Water ManagementBUREAU Billings & Customer ServiceSECTION Field

VIOLATION		
LATE ARRIVAL <input type="checkbox"/>	SAFETY VIOLATION <input type="checkbox"/>	OTHER <input type="checkbox"/>
EARLY DEPARTURE <input type="checkbox"/>	DEFECTIVE WORK <input type="checkbox"/>	<input type="checkbox"/>
ABSENT <input type="checkbox"/>	ATTITUDE <input type="checkbox"/>	<input type="checkbox"/>

REMARKS (Please be specific) On Thursday, May 13, 2004 & Monday, May 17, 2004, Refusing to follow directives of immediate Supervisor, namely, recent procedures required for audit of Itron hand-held system. Refused to allow review of hand held data by immediate supervisor. This is in direct violation of Rule XVIII, Section 1, paragraphs 25 & 48

Sebastian P. Williams
SIGNATURE OF SUPERVISOR

Refused To Sign
SIGNATURE OF EMPLOYEE

te copy to personnel file

Yellow copy to supervisor

Pink copy to employee

CAG000483



**CITY OF CHICAGO
DEPARTMENT OF WATER**

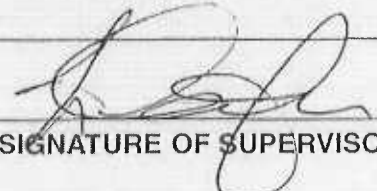


RECORD OF VERBAL COUNSELING

1st Notice ☒2nd Notice ☐NAME Ophelia Cage DATE 6.9.04DEPARTMENT Water ManagementBUREAU Billings & Customer ServiceSECTION Field

VIOLATION		
LATE ARRIVAL <input type="checkbox"/>	SAFETY VIOLATION <input type="checkbox"/>	OTHER <input type="checkbox"/>
EARLY DEPARTURE <input type="checkbox"/>	DEFECTIVE WORK <input checked="" type="checkbox"/>	<input type="checkbox"/>
ABSENT <input type="checkbox"/>	ATTITUDE <input type="checkbox"/>	<input type="checkbox"/>

REMARKS (Please be specific) On June, 7th 2004 Rate Taker B. CAGE
was assigned 43 POST service orders and completed only 16.
Review of the time stamp on her digital camera used that day
show numerous lengthy gaps between stops in relative
close proximity. Also, the last picture taken was at
1:06 pm. The amount of time spent in the field was
an inefficient effort to complete the assigned task in
Violation of ~~the~~ City of Chicago Personnel Rule XVIII,
Section 1, paragraphs 26, 38 & 39.


 SIGNATURE OF SUPERVISOR

DID NOT SIGN
 SIGNATURE OF EMPLOYEE

White copy to personnel file

Yellow copy to supervisor

Pink copy to employee

CAG001027



CITY OF CHICAGO
Richard M. Daley
Mayor

CITY OF CHICAGO WRITTEN REPRIMAND

SSN _____

Date _____

Employee Ophelia Cage Payroll No. 4251

Department
Bureau
Division Water Management, Billing & Customer Service, Field

Job Title Water Rate Taker Immediate Supervisor Len Caitano

Date of Violation 6.11.04 Time _____ Location _____

This is to inform you that you are reprimanded according to the provisions of Rule XVIII of the City of Chicago Personnel Rules.

The cause for this reprimand is:

On Friday, June 11, 2004 Rate Taker O. Cage was assigned 28 POST service orders and completed only 18. Review of the time stamp on her digital camera used that day showed numerous and lengthy gaps between stops in relative close proximity. Also, the last photograph taken was at 2:05 pm, when she had been instructed to remain in the field until 3:00 pm. This action is a violation of:

The amount of time spent in the field was an inefficient and substandard effort to complete the assigned task in violation of City of Chicago Personnel Rule XVIII, Section 1, paragraphs 26, 38 & 39

A repetition of the above violation may result in further disciplinary action.

Employee Signature _____ Date _____
(If employee refuses to sign, please so indicate.)

Signature of Supervisor
Issuing Reprimand

Date

Supervisor of Assessors
Title

A COPY OF THIS REPRIMAND WILL BE MADE A PART OF YOUR PERMANENT RECORD.

White Copy — To Employee

Yellow Copy — To Department Head

Pink Copy — To Immediate Supervisor

Rev 11/89 PER-20

CAG001028



**CITY OF CHICAGO
DEPARTMENT OF WATER**



RECORD OF VERBAL COUNSELING

1st Notice ☒2nd Notice ☐

NAME

Ophelia Cage

DATE

9-21-04

DEPARTMENT

Water management

BUREAU

Billing & Customer Service

SECTION

Field

VIOLATION		
LATE ARRIVAL <input type="checkbox"/>	SAFETY VIOLATION <input type="checkbox"/>	OTHER <input type="checkbox"/>
EARLY DEPARTURE <input type="checkbox"/>	DEFECTIVE WORK <input checked="" type="checkbox"/>	<input type="checkbox"/>
ABSENT <input type="checkbox"/>	ATTITUDE <input type="checkbox"/>	<input type="checkbox"/>

REMARKS (Please be specific) Section Improper conduct, Paragraph 26 Restricting production output

ON 9-20-04 ~~AT~~ Ophelia Cage started her route at 8:58 AM And Reached her last stop at 12:46 pm. Doing so she only worked 3:46 hours of a required 6-hr's of actual reading time. There was also a (1:37) one hour, 7 minute time gap between readings. This is unacceptable to Department standards.

SIGNATURE OF SUPERVISOR

SIGNATURE OF EMPLOYEE

White copy to personnel file

Yellow copy to supervisor

Pink copy to employee

G C 180393-31-1

CAG001037



CITY OF CHICAGO
Richard M. Daley
Mayor

CITY OF CHICAGO WRITTEN REPRIMAND

SSN [REDACTED]Date November 23, 2004

Employee Ophelia Cage Payroll No. 4251
 Department Water Management/Billing & Customer Service/Water Collection
 Bureau Water Rate Taker
 Division Immediate Supervisor Michael Duda
 Job Title Water Rate Taker
 Date of Violation November 9, 2004 Time 13:34 Location Station 2 (23rd & Ashland)

This is to inform you that you are reprimanded according to the provisions of Rule XVIII of the City of Chicago Personnel Rules.

The cause for this reprimand is:

Review of MVRs reports for Tuesday, November 9, 2004 and Wednesday, November 10, 2004 revealed unusual time stamps on several accounts serviced by Ms. Cage on those days. Among the curious entries were several stops completed within a few seconds each, while others of similar difficulty took over twenty minutes. Repeated sections of accounts alternately completed in unusually short and lengthy times led me to assume that Ms. Cage was manipulating the entering of her completed stops in an effort to manufacture the appearance of a full work day. In addition, on Tuesday, November 9, 2004 Ms. Cage concluded her field work (last entry time) at 13:34, and on Wednesday, November 10, 2004 her last entry time was 13:41; on that day I discovered Ms. Cage parked in front of Station 2 (23rd & Ashland) at 2 p.m.

This is in violation of Personnel Rule XVIII, Section 1, Articles 6, 7, 15, 26, 38, 39 and 48.

A repetition of the above violation may result in further disciplinary action.

Employee Signature [Signature]Date 11/30/04

(If employee refuses to sign, please so indicate.)

Signature of Supervisor
Issuing Reprimand [Signature]Date 11/30/04Title Supervisor water rate taker

A COPY OF THIS REPRIMAND WILL BE MADE A PART OF YOUR PERMANENT RECORD.

White Copy — To Employee

Yellow Copy — To Department Head

Pink Copy — To Immediate Supervisor

Rev 11/89 PER-20

CAG000480



City of Chicago
Richard M. Daley, Mayor

Department of Water Management

Brian S. Murphy
Acting Commissioner

Jardine Water Purification Plant
1000 East Ohio Street
Chicago, Illinois 60611
(312) 744-7001
(312) 744-9631 (FAX)
(312) 744-2968 (TTY)

<http://www.cityofchicago.org/watermanagement>

August 23, 2005

Ophelia Cage
Water Rate Taker
Department of Water Management

Hand Delivered

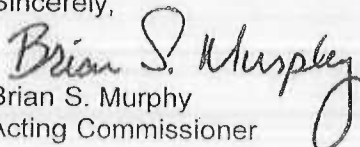
Dear Ms. Cage:

I have reviewed the charges against you and your response. I have reached the following decision, which is effective at the close of business today, Tuesday, August 23, 2005.

You are hereby discharged from your position with the City of Chicago, Department of Water Management.

If you desire a hearing on this disciplinary action, you must file a written request for the hearing with the Personnel Board of the City of Chicago, Room 1100, City Hall, Chicago, Illinois. Your written request must be received by the Personnel Board within seven (7) calendar days of the effective date of the discipline. Late requests will not be accepted.

Sincerely,


Brian S. Murphy
Acting Commissioner

cc: Viria Holland
Maureen Egan
Joseph Carioscia
Tom Durkin, Plumbers Local 130

O.C. 7-23-05



CAG000837



CONFIDENTIAL

You are receiving this notice according to the provisions of Rule XVIII of the City of Chicago Personnel Rules due to a violation of subsection(s) XVIII, Section 1, Subsection 2, 48 and 50.

<input type="checkbox"/> Criminal or Improper Conduct	<input type="checkbox"/> Misrepresentation
<input type="checkbox"/> Violation of City Policy or Rule	<input type="checkbox"/> Tardiness or Absenteeism
<input type="checkbox"/> Conduct Involving Job Performance or Substandard Work Performance	

Date of Notice	Level of Discipline	Category

CAG001033

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

4/18/07:

That on January 29, 2007 per GPS audit you did leave your worksite without proper authorization on 5 different occasions for 19 minutes or more, this is a violation of Departmental rules and/or procedures, and conduct unbecoming of a City employee.

Statement of Consequences - Describe future actions if no improvement is made.

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee

Ophelia Cage

Date

1-27-07

Signature of Supervisor Issuing Notice

Jeff Sojka

Date

7-27-07

Review of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If a period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee ☐ Copy to union ☐ Copy to supervisor ☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG001034

CONFIDENTIAL

27 SEP '07 PM1:18

CAG001021

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

That on July 2, 2007 you did fail to follow Departmental rules and/or procedures when requesting approval of vacation time off.

Statement of Consequences - Describe future actions if no improvement is made.

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee

Signature of Supervisor Issuing Notice

Date

9-26-07

Date

9-26-07

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee

☐ Copy to union

☐ Copy to supervisor

☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG001022

CONFIDENTIAL

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

That on August 8, 2007, August 9, 2007 and August 14, 2007 you were incompetent, and failed in the performance of the duties of your position.

Statement of Consequences - Describe future actions if no improvement is made.

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee	Date
<i>Refused to sign</i>	<i>1-11-08</i>
Signature of Supervisor Issuing Notice	Date
<i>Michael C. Duda</i>	<i>1-11-08</i>

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee ☐ Copy to union ☐ Copy to supervisor ☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG001032



CONFIDENTIAL

Employee's Name: Ophelia Cage	Employee's Title: Water Rate Taker
Supervisor's Name: Len Caifano	Supervisor's Title: Chief Water Rate Taker
Division/Bureau/Dept: BBCS	Date of Incident: 6/23/09 & 7/1/09

☐ Verbal Counseling

Date of Verbal Counseling:

☐ Notice of Reprimand
☐ Oral ☐ Written

Date of Reprimand:

☒ Notice of Suspension

Effective date: 08/24/2009

Return to work date: 8/25/2009

Effective time: 7:00 AM

Number of days of suspension: 1 day

☐ Criminal or Improper Conduct

☐ Misrepresentation

☒ Violation of City Policy or Rule☒ Tardiness or Absenteeism☐ Conduct Involving Job Performance or Substandard Work Performance

Date of Notice

Level of Discipline

Category

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

That on June 23, 2009 and July 1, 2009 you did leave the work site without proper authorization, this is a violation of Departmental rules and/or procedures.

Statement of Consequences - Describe future actions if no improvement is made.

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee	<i>Refused to Sign</i>	Date	8/21/09
Signature of Supervisor Issuing Notice	<i>[Signature]</i>	Date	8/21/09

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee ☐ Copy to union ☐ Copy to supervisor ☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG000591

CONFIDENTIAL

You are receiving this notice according to the provisions of Rule XVIII of the City of Chicago Personnel Rules due to a violation of subsection(s) rule XVIII, section I, subsection XXV: "insubordinate actions, failure to carry out a directive or rule "

[illegible]

CAG001035

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

On April 13, 2010, Employee completed only 13 of the 43 postings which she had been assigned that day.

Statement of Consequences - Describe future actions if no improvement is made.

increased amount of discipline and or resulting in termination

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee

T.L. Refused to Sign

Date 5-20-10

Signature of Supervisor Issuing Notice

T.L. hi

Date 5-20-10

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee ☐ Copy to union ☐ Copy to supervisor ☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG001036

City of Chicago
Employee Problems Form
(Labor/Trade Unions)

Grievance No. 16-12-088-0025
 Date Filed _____

Employee Name <u>Ophelia Cage</u>	Social Security No.	Title Code	Title <u>Rate Taker</u>
Department <u>Water Management</u>	Work Location <u>4933 S. Western</u>	Work Phone <u>1-312-745-2195</u>	

STEP I

Have you discussed this grievance with your immediate supervisor? Yes X No _____

Date of discussion 6-4-12

Statement of Grievance: On June 1, 2012 - Mr. Duda spoke to me in a demeaning, derogative and belligerent manner. I felt insulted & embarrassed in front of my co-workers. I feel this is and was conduct unbecoming a Supervisor

Contract Section(s) Violated:

Remedy Requested: I have no contact with him at all verbal or otherwise.

Ophelia Cage
 Employee Signature

6-7-12
 Date

Rec'd James I. Smith 6/7/12
 Union Representative Signature 11/15/12 Date

SUBMIT TO IMMEDIATE SUPERVISOR (within 12 working days of knowledge of event)

Extension of time limits? Yes _____ No _____

Date Received _____

If yes, attach appropriate documentation.

Initials _____

STEP I RESPONSE (to be given within 5 working days of receipt):

Grievance denied. This is not a contract violation. This matter has been referred to the City's EEO office. Please contact Abel León at 312-744-0003.

Mey
 Immediate Supervisor's Signature

6/15/12
 Date

STEP II APPEAL

Reason for appeal:

Employee Signature _____

Date _____

Union Representation Signature _____

Date _____

SUBMIT TO SENIOR SUPERVISOR (Within 7 working days of Step I Response)

Extension of time limits? Yes _____ No _____

Date Received _____

If yes, attach appropriate documentation.

Initials _____

STEP II RESPONSE (To be given within 7 working days of receipt):

Senior Supervisor's Signature _____

Date _____



COPY TO: Grievant, Union, Departmental Labor Relations Liaison

PER-129

CAG000456



City of Chicago
Department of Human Resources
Records Management
2/1/13

SENIORITY REPORT

1061-WATER RATE TAKER

088-WATER MGMT

EMP ID	NAME	AD	ST	SENR DATE	CONT DATE	SPP DATE
4474	SKOWRON, JOHN	A	1	11/01/1979	11/01/1979	11/01/1979
14537	RODRIGUEZ, MARCO A	A	1	11/26/1980	11/26/1980	11/26/1980
55847	WILLIAMS, BENJAMIN L	A	1	11/04/1982	10/23/1980	11/04/1982
39551	JONES, BRIDGETTE R	A	1	10/02/1984	10/02/1984	10/02/1984
41913	SARABIA, JOSE L	A	1	08/13/1985	08/13/1985	08/13/1985
30704	AARON, ELVIA J	A	1	11/16/1985	11/16/1985	11/16/1985
49857	SMITH, NANCY A	A	1	04/12/1986	04/12/1986	04/12/1986
33587	LEWIS, BYRON	A	1	08/09/1987	08/09/1987	08/09/1987
54082	BLANKUS, RONALD E	A	1	07/24/1988	07/24/1988	07/24/1988
27010	SIMS, DEMETRIUS	A	1	09/01/1988	09/01/1988	09/01/1988
2693	DIAZ, OSCAR A	A	1	09/05/1988	09/05/1988	09/05/1988
54454	DURANT, PATRICIA B	A	1	05/31/1989	07/01/1987	05/31/1989
12645	BURT, CARL S	A	1	06/01/1991	12/31/1985	06/01/1991
52677	CAGE, OPHELIA	A	1	09/06/1991	02/21/1986	08/06/1991
49643	THOMAS, HOWARD	A	1	10/02/1991	09/06/1990	10/02/1991
38722	ALVAREZ, LOUIS D	A	1	01/14/1993	09/09/1990	01/14/1993
50988	KORDOWSKI, ANTHONY	A	1	07/04/1994	07/03/1991	07/04/1994
33515	RIOS, FRANCISCO	A	1	10/01/1997	10/01/1997	10/01/1997
46202	BOLTON, BRIANE	A	1	10/04/1997	10/04/1997	10/04/1997
32407	TATE, GARY	A	1	10/10/1997	06/10/1994	10/10/1997
15138	KHAN, INAYAT U	A	1	10/27/1997	05/20/1990	10/27/1997
40206	HEDRICK, LEE A	A	1	11/05/1997	11/05/1997	11/05/1997
40407	TRAVIS COOK, LESLIE R	A	1	11/17/1997	11/17/1997	11/17/1997
14010	VELAZQUEZ, JOHN	A	1	12/21/1998	12/21/1998	12/21/1998
27177	TIGNOR, DARRYL B	A	1	12/21/1998	12/21/1998	12/21/1998
51695	BROWN, SHARON L	A	1	07/04/1999	04/04/1993	07/04/1999
55210	JOHNSON, CURTIS V	A	1	07/19/1999	07/19/1999	07/19/1999
44791	ESPINOSA, RODOLFO	A	1	06/05/2000	07/06/1998	06/05/2000
3217	GOMEZ, WILLIAM	A	1	10/17/2001	10/17/2001	10/17/2001

CAGE 0001





City of Chicago
Department of Human Resources
Records Management

8/23/10

088- DEPT OF WATER MANAGEMENT

1062-WATER METER ASSESSOR

EMP ID BU
43322 18-CHGO JRNMAN PLUMBERS L-130
44576 18-CHGO JRNMAN PLUMBERS L-130
50641 18-CHGO JRNMAN PLUMBERS L-130
38934 18-CHGO JRNMAN PLUMBERS L-130
14472 18-CHGO JRNMAN PLUMBERS L-130
50490 18-CHGO JRNMAN PLUMBERS L-130

DEPARTMENT SENIORITY REPORT

NAME
RUSSNAK THOMAS W
RODRIGUEZ EDWARD L
O NEIL ROZELLA
ROBINSON JERRY
CUEVA ROBERTO P
GOWA JEFFREY A

Sojka

AI	ST	SENR DATE	CONT DATE	SJR DATE
A	1	06/01/1998	09/26/1977	06/01/1998
A	1	09/01/2008	10/06/1997	09/01/2008
A	1	09/01/2000	09/03/1992	09/01/2000
A	1	09/02/2000	09/19/1989	09/02/2000
A	1	09/01/2001	08/08/1999	09/01/2001
A	1	10/01/2002	07/02/1984	10/01/2002



PAGE 0002

Last Name	First Name	Gender	Race/Ethnicity	Age as of 12/31/15	Year of Birth	WRT/WMA
Aaron	Elvia (Jeanette)	Female	African American	68	1947	WRT
Alvarez	Louis	Male	Hispanic	60	1955	WRT
Blankus	Ronald	Male	Caucasian	63	1952	WRT
Bolton	Brian	Male	African American	52	1963	WRT
Brown	Sharon	Female	African American	45	1970	WRT
Burt	Carl	Male	African American	56	1959	WRT
Cage	Ophelia	Female	African American	65	1950	WRT
Cueva	Roberto	Male	Hispanic	57	1958	WMA
Diaz	Oscar	Male	Hispanic	58	1957	WRT
Durant	Patricia	Female	African American	59	1956	WRT
Espinosa	Rodolfo	Male	Hispanic	55	1960	WRT
Gomez	William	Female	Hispanic	55	1960	WRT
Greenwood	Jessie	Female	African American	71	1944	WRT
Hedrick	Lee	Male	African American	59	1956	WRT
Johnson	Curtis	Male	African American	57	1958	WRT
Jones	Bridgette	Female	African American	55	1960	WRT
Kahn	Inayat	Male	Asian	68	1947	WRT
Kordowski	Anthony	Male	Caucasian	49	1966	WRT
Lewis	Byron	Male	African American	54	1961	WRT
O'Neal	Rozella (Rose)	Female	African American	51	1964	WMA
Rios	Francisco	Male	Hispanic	45	1970	WRT
Robinson	Jerry	Male	African American	51	1964	WMA
Rodriguez	Edward	Male	Hispanic	54	1961	WMA
Rodriguez	Marco	Male	Hispanic	57	1958	WRT
Russnak	Thomas	Male	Caucasian	60	1955	WMA
Sarabia	Jose	Male	Hispanic	57	1958	WRT
Simmons	Rennie	Male	African American	58	1957	WRT
Sims	Demetrius	Male	African American	56	1959	WRT
Skowron	John	Male	Caucasian	59	1956	WRT
Sojka	Jeffrey	Male	Caucasian	55	1960	WMA
Smith	Nancy	Female	Caucasian	50	1965	WRT
Tate	Gary	Male	African American	50	1965	WRT
Thomas	Howard	Male	African American	67	1948	WRT
Tignor	Darryl	Male	African American	55	1960	WRT
Travis-Cook	Leslie	Female	African American	51	1964	WRT
Velazquez	John	Male	Hispanic	57	1958	WRT
Williams	Benjamin	Male	African American	77	1938	WRT



DISCIPLINE OF WATER RATE TAKERS (2004 - 2015)

Name	Employee's Age, Race, and Gender	Level of Discipline	Violation	Bates No.
Employee A	50 Years Old, African American, Female	Verbal Counseling	Substandard Work Performance	CAG4027
Employee A	50 Years Old, African American, Female	Verbal Counseling	Substandard Work Performance	CAG4028
Employee B	44 Years Old, African American, Female	Verbal Counseling	Substandard Work Performance	CAG4029
Employee C	50 Years Old, African American, Male	3-Day Suspension	Substandard Work Performance and Misrepresentation	CAG4038-39
Employee C	50 Years Old, African American, Male	5-Day Suspension (reduced to 3-Days through a settlement agreement)	Substandard Work Performance	CAG4030-35
Employee C	50 Years Old, African American, Male	5-Day Suspension	Substandard Work Performance and Misrepresentation	CAG4036-37
Employee D	57 Years Old, Caucasian, Male	Written Reprimand	Substandard Work Performance and Misrepresentation	CAG4040-41
Employee E	56 Years Old, African American, Male	Verbal Counseling	Insubordination	CAG4042
Employee E	56 Years Old, African American, Male	1-Day Suspension	Substandard Work Performance	CAG4043-44
Employee F	65 Years Old, Hispanic, Male	3-Day Suspension	Substandard Work Performance	CAG4045-46
Employee G	52 Year Old, African American, Male	5-Day Suspension	Substandard Work Performance	CAG4047-48
Employee H	68 Year Old, Hispanic, Male	Verbal Counseling	Substandard Work Performance	CAG4049

EXHIBIT

8

-5319981

CAG004025

DISCIPLINE OF WATER RATE TAKERS (2004 - 2015)

Name	Employee's Age, Race, and Gender	Level of Discipline	Violation	Bates No.
Employee I	60 Years Old, Hispanic, Male	20-Day Suspension	Substandard Work Performance	CAG4050
Employee I	60 Years Old, Hispanic, Male	Verbal Counseling	Substandard Work Performance	CAG4051
Employee J	48 Year Old, Caucasian, Male	Written Reprimand	Substandard Work Performance	CAG4052
Employee K	68 Year Old, Asian, Male	Verbal Counseling	Substandard Work Performance	CAG4053
Employee K	68 Years Old, Asian, Male	Verbal Counseling	Substandard Work Performance	CAG4054
Employee K	68 Years Old, Asian, Male	1-Day Suspension	Substandard Work Performance and Misrepresentation	CAG4055
Employee K	68 Years Old, Asian, Male	1-Day Suspension	Misrepresentation	CAG4056-57
Employee K	68 Year Old, Asian, Male	5-Day Suspension	Misrepresentation	CAG4058-59
Employee K	68 Year Old, Asian, Male	1-Day Suspension	Insubordination	CAG4060-61
Employee K	68 Year Old, Asian, Male	30-Day Suspension	Misrepresentation and Insubordination	CAG4062-63
Employee L	56 Years Old, Hispanic, Male	Verbal Counseling	Substandard Work Performance	CAG4064
Employee L	56 Years Old, Hispanic, Male	Written Reprimand	Substandard Work Performance	CAG4065
Employee M	57 Years Old, African American, Male	Written Reprimand	Substandard Work Performance	CAG4066-67
Employee N	55 Years Old, Caucasian, Male	3-Day Suspension	Substandard Work Performance	CAG4068-69
Employee O	45 Years Old, Hispanic, Male	Verbal Counseling	Insubordination	CAG4070
Employee P	50 Years Old, African American, Male	Oral Reprimand	Insubordination	CAG4071-72

CAG004026



CITY OF CHICAGO
DEPARTMENT OF WATER



RECORD OF VERBAL COUNSELING

1st Notice ☒

2nd Notice ☐

NAME Employee A DATE 6.2.04

DEPARTMENT Water Management

BUREAU Water Collec Billing & Customer Service

SECTION Field

VIOLATION		
LATE ARRIVAL <input type="checkbox"/>	SAFETY VIOLATION <input type="checkbox"/>	OTHER <input type="checkbox"/>
EARLY DEPARTURE <input type="checkbox"/>	DEFECTIVE WORK <input checked="" type="checkbox"/>	<input type="checkbox"/>
ABSENT <input type="checkbox"/>	ATTITUDE <input type="checkbox"/>	<input type="checkbox"/>

REMARKS (Please be specific)

On January 22, 2004, January 27, 2004 and January 28, 2004 it was observed from MVRs reports that Employee A was placing readings from water meters into trouble messages to be data entered at a later time. Later in those days readings were keyed-in within seconds at the end of the work day. We view those actions as an attempt to restrict production output in violation of City of Chicago Personnel Rule XVIII, section 1, paragraphs 26, 38, and 39.

[Signature]

CAG004027



CITY OF CHICAGO
DEPARTMENT OF WATER



RECORD OF VERBAL COUNSELING

1st Notice ☒2nd Notice ☐NAME Employee ADATE 6.2.04DEPARTMENT Water ManagementBUREAU Billing & Customer ServiceSECTION Field

VIOLATION		
LATE ARRIVAL <input type="checkbox"/>	SAFETY VIOLATION <input type="checkbox"/>	OTHER <input type="checkbox"/>
EARLY DEPARTURE <input type="checkbox"/>	DEFECTIVE WORK <input checked="" type="checkbox"/>	<input type="checkbox"/>
ABSENT <input type="checkbox"/>	ATTITUDE <input type="checkbox"/>	<input type="checkbox"/>

REMARKS (Please be specific) On May 25, 2004 Rate Taker Employee A
was assigned 48 postings and completed only
25 stating she had insufficient time to complete her
assignment. Review of the time stamp on her digital camera
used that day showed her first picture was recorded at 10:02
She took her last picture at 2:20 pm. The amount of time
spent in the field was insufficient effort to complete the
assigned task in violation of City of Chicago Personnel Rule XVIII,
Section 1, Paragraphs 26, 38 and 39.

[Signature]

CAG004028



**CITY OF CHICAGO
DEPARTMENT OF WATER**



RECORD OF VERBAL COUNSELING

1st Notice ☒2nd Notice ☐NAME Employee B DATE 1-20-10DEPARTMENT WATER MANAGEMENTBUREAU Billing & Customer ServiceSECTION Field

VIOLATION		
LATE ARRIVAL <input type="checkbox"/>	SAFETY VIOLATION <input type="checkbox"/>	OTHER <input type="checkbox"/>
EARLY DEPARTURE <input type="checkbox"/>	DEFECTIVE WORK <input checked="" type="checkbox"/>	UNAUTHORIZED <input type="checkbox"/>
ABSENT <input type="checkbox"/>	ATTITUDE <input checked="" type="checkbox"/>	RE-ASSIGNMENT <input type="checkbox"/>

REMARKS (Please be specific) _____

Supervisor M. Duda met with employee
to discuss:

1) UNAUTHORIZED RE-ASSIGNMENT OF
PERSONNEL WHEN NOT IN SUPERVISORY
STATUS.

2) FAILURE TO COMPLETE ASSIGNMENT;

ie. If lockbox is assigned, employee must make an effort to
complete the assignment by working with the contact
person. If unable to do workarounds, return ASSIGNMENT TO
SUPERVISOR ONLY.

Michael Duda
SIGNATURE OF SUPERVISOR

Refused to sign.
SIGNATURE OF EMPLOYEE

White copy to personnel file

Yellow copy to supervisor

Pink copy to employee

GRC-160393-31-1

CAG004029

CONFIDENTIAL

CAG004030

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

That on August 9, 2007 you were incompetent in the performance of the duties when you started your route late, per GPS system.

Statement of Consequences - Describe future actions if no improvement is made.

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee

Employee C

Date

Signature of Supervisor Issuing Notice

Michael C. Duda

Date

1-8-07

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee

☐ Copy to union

☐ Copy to supervisor

☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG004031



City of Chicago
Richard M. Daley, Mayor

Department of Water Management

John F. Spatz, Jr.
Commissioner

Bureau of Administrative Support

Beverly J. Ingram
Deputy Commissioner

DePaul Center, Suite 410
333 South State Street
Chicago, Illinois 60604
(312) 747-7030
(312) 747-7078 (FAX)

<http://www.cityofchicago.org/watermanagement>

Finance Section
(312) 747-8112
(312) 747-7078 (FAX)

Human Resources
(312) 747-7898
(312) 747-0620 (FAX)

Information Technology
(312) 747-7042
(312) 747-8123 (FAX)

Labor/Employee Relations
(312) 747-8037
(312) 747-0838 (FAX)

Payroll Section
(312) 747-7932
(312) 747-0228 (FAX)

Procurement Section
(312) 747-0871
(312) 745-4588 (FAX)

MEMORANDUM

TO: Marisol Santiago
Supervisor of Personnel Administration

Cheryl Elders
Chief Timekeeper

Gloria Reyes
Staff Assistant

FROM: Maureen Egan
Assistant Commissioner

RE: Discipline Appeal Settlements

DATE: July 9, 2008

Pursuant to the attached settlement agreements, please reduce the following suspensions, reimburse the employees for the lost time and adjust the timekeeping, personnel and discipline records accordingly.

Ophelia Cage: reduce the 5 day suspension (1/12/08-1/16/08) to a 3 day suspension.

Ophelia Cage: reduce the 3 day suspension (10/2/07-10/4/07) to a 2 day suspension.

██████████ reduce the 1 day suspension (5/30/07) to a written reprimand.

Employee C: reduce the 5 day suspension (1/9/08-1/13/08) to a 3 day suspension. ██████████

██████████ reduce the 5 day suspension (2/5/07-2/12/07) to a 1 day suspension.

██████████ reduce the 3 day suspension to a written reprimand and credit him with 24 hours compensatory time.

██████████ reduce the 4 day suspension to a 1 day suspension and and credit him with 24 hours compensatory time.



CAG004032

██████████: reduce the 3 day suspension to a written reprimand and credit him with 24 hours compensatory time.

██████████: reduce the 3 day suspension to a written reprimand and credit him with 8 hours compensatory time.

Please provide me with confirmation that the adjustments have been made and call me when the checks are ready.

cc: Julie Hernandez-Tomlin
Beverly Ingram

CAG004033

SETTLEMENT AGREEMENT

THIS AGREEMENT is entered into between the City of Chicago, Department of Water Management ("City"), and Chicago Journeymen Plumbers Local Union 130 ("Union").

WHEREAS, on the Union filed an appeal on January 8, 2008 alleging the City suspended Employee C for five (5) days without just cause;

WHEREAS, the City denies this allegation;

WHEREAS, the parties desire to amicably settle this matter without proceeding further and without setting any precedent;

NOW THEREFORE, the parties agree as follows:

1. The Union hereby withdraws the above noted appeal with prejudice, and waives any and all individual or class claims, including but not limited to any grievances, suits at law or equity, or claims before any administrative agency, which it now has or may have against the City and its officers, employees and assigns arising either directly or indirectly out of the subject matter of this appeal, except as may be necessary to enforce the specific provisions of this Agreement.

2. In consideration thereof, the City agrees to reduce the five (5) day suspension imposed on Emp C to a three (3) day suspension, and agrees to reimburse Emp C for two (2) days of the suspension served from January 9 through January 13, 2008, at the salary or wage rate then in effect, subject to applicable payroll deductions.

3. It is mutually understood and agreed that this Agreement is in full and complete settlement of all claims arising either directly or indirectly out of the subject matter this appeal. This Agreement shall not be construed as an admission of liability by or an admission of the legal position of any party, shall not in any way be construed as setting any precedent, and shall not be used, referred to or cited in any arbitrations, court or administrative proceedings except as may be

CAG004034

necessary to enforce the specific provisions of this agreement and the rights of the parties thereto.

4. This Agreement contains the entire agreement between the parties.

AGREED:

**CITY OF CHICAGO
DEPARTMENT OF
WATER MANAGEMENT**

By: 

Date: 6/18/08

**CHICAGO JOURNEYMEN
PLUMBERS LOCAL
UNION 130**

By: 

Date: 7-8-08

**CITY OF CHICAGO
DEPARTMENT OF LAW**

By: 

Date: 6/13/08

CAG004035

CONFIDENTIAL

CAG004036

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

On 5/1/08, employee listed 26 of his stops as locked, claiming that businesses were closed. Investigation found them to be open at that time. Also, GPS indicated that employee was at a different location at the time and not at the location that he claimed to be.

Statement of Consequences - Describe future actions if no improvement is made.

increased amount of discipline and or resulting in termination

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee	Date
Employee C	
Signature of Supervisor Issuing Notice	Date
Michael Duke	6-18-08

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee ☐ Copy to union ☐ Copy to supervisor ☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG004037

CONFIDENTIAL

CAG004038

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

That from May 1, 2007 through June 28, 2007 you have been absent and/or tardy on an excessive number of occasions. In addition on several occasions you did leave your work site without proper authorization, per GPS system. This is a falsed representation of the quantity of work performed and a violation of Departmental rules and/or procedures.

Statement of Consequences - Describe future actions if no improvement is made.

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee	Date
Signature of Supervisor Issuing Notice	Date

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee ☐ Copy to union ☐ Copy to supervisor ☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG004039

CONFIDENTIAL

Employee's Name: Employee D	Employee's Title: Water Meter Assessor
Supervisor's Name: Len Caifano	Supervisor's Title: Chief Water Rate Taker
Division/Bureau/Dept: BBCS	Date of Incident: November 20, 2007

☐ Verbal Counseling Date of Verbal Counseling: _____

Verbal Counseling does not require employee's signature and is not placed in the employee's personnel file folder.

Level of Discipline	
<input checked="" type="checkbox"/> Notice of Reprimand <input type="checkbox"/> Oral <input checked="" type="checkbox"/> Written	<input type="checkbox"/> Notice of Suspension
Date of Reprimand: 1/6/08	Effective date: _____ Return to work date: _____ Effective time: _____ Number of days of suspension: _____

Category	
<input type="checkbox"/> Criminal or Improper Conduct	<input checked="" type="checkbox"/> Misrepresentation
<input type="checkbox"/> Violation of City Policy or Rule	<input type="checkbox"/> Tardiness or Absenteeism
<input checked="" type="checkbox"/> Conduct Involving Job Performance or Substandard Work Performance	

[illegible]

CAG004040

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

That on November 20, 2007 you were deficient in the performance of your duties, in that you falsified readings. In addition your physical location as registered by the GPS tracking system was different from the location that you claimed to be as registered by the MVRs system this is a restriction of production and inattention to duty.

Statement of Consequences - Describe future actions if no improvement is made.

I acknowledge receipt of this notice and understand that a copy of this record will be included in my personnel record.

Signature Employee D	Date 01-22-08
Signature of Supervisor Issuing Notice	Date

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee ☐ Copy to union ☐ Copy to supervisor ☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG004041



**CITY OF CHICAGO
DEPARTMENT OF WATER**



RECORD OF VERBAL COUNSELING

1st. Notice ☒2nd. Notice ☒NAME Employee E DATE 9-29-06DEPARTMENT Water managementBUREAU Field Employee # [redacted]
Fund / Sect ? PR# 20023101001SECTION STATION #102 Date Received 12-15-06
Copied to TD-AP

VIOLATION

LATE ARRIVAL ☐SAFETY VIOLATION ☐OTHER ☐EARLY DEPARTURE ☐DEFECTIVE WORK ☐No call forABSENT ☐ATTITUDE ☐Lunch break

REMARKS (Please be specific)

IN the Month of September
Mr. Employee E has failed to comply with
Lunch call in procedure 10 times
This is a violation of Rule XVIII paragraph
#25 insubordinate action failing to carry out
a rule or directive related to the performance
of the employees duty. Employee E has been
advised about this non compliance issue several times
at throughout Month.

Michael Rude
 SIGNATURE OF SUPERVISOR

White copy to personnel file

Employee E
 SIGNATURE OF EMPLOYEE

Yellow copy to supervisor

Pink copy to employ.

CAG004042

CONFIDENTIAL

Prior Notices of Progressive Discipline		
Date of Notice	Level of Discipline	Category
	FILE	

CAG004043

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

That on August 29, 2007 you did fail to take action as needed to perform a task safely.

Statement of Consequences - Describe future actions if no improvement is made.

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee	Date
Signature of Supervisor Issuing Notice	Date

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee ☐ Copy to union ☐ Copy to supervisor ☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG004044

CONFIDENTIAL

CAG004045

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

After 2 hrs into a posting route, employee had only completed 2 POST service orders. During this time other employees had completed 25-30 postings. Employee was sent to station to turn in work, which he did not do, he went home instead.

Statement of Consequences - Describe future actions if no improvement is made.

increased amount of discipline and or resulting in termination

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee

Employee F

Date

06-22-09

Signature of Supervisor Issuing Notice

[Signature]

Date

6-22-09

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee

☐ Copy to union

☐ Copy to supervisor

☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG004046

Page

CONFIDENTIAL

EONARD R. CAIFANO - Employee G. Discipline.doc

Page

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

4/18/07: That on several occasions in the month of April 2007, you were inefficient in the performance of the duties of your position, in addition you did fail to follow proper procedures when your work phone's GPS was not tracking properly.

Statement of Consequences - Describe future actions if no improvement is made.

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee	Refused to sign & accept without further explanation	Date	6-21-07
Signature of Supervisor Issuing Notice	D. R. A. R.	Date	6-20-07

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 8 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

I told him & then put it on his desk so he knows the week of 6-25-07 he is on suspension.

☐ Copy to employee ☐ Copy to union ☐ Copy to supervisor ☐ Copy to departmental Human Resources representative

CAG004048



**CITY OF CHICAGO
DEPARTMENT OF WATER**



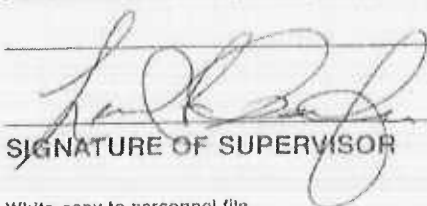
RECORD OF VERBAL COUNSELING

1st Notice ☒2nd Notice ☐NAME Employee H DATE 6.3.04DEPARTMENT Water ManagementBUREAU Billing & Customer ServiceSECTION Field

VIOLATION		
LATE ARRIVAL <input type="checkbox"/>	SAFETY VIOLATION <input type="checkbox"/>	OTHER <input type="checkbox"/>
EARLY DEPARTURE <input type="checkbox"/>	DEFECTIVE WORK <input type="checkbox"/>	<input type="checkbox"/>
ABSENT <input type="checkbox"/>	ATTITUDE <input type="checkbox"/>	<input type="checkbox"/>

REMARKS (Please be specific)

On May 25, 2004 Rate Taker Employee H
was assigned 53 postings and completed only 30. Review
of the time stamp on his digital camera used that day
showed that his first picture was recorded at 9:44 am
and his last picture was at 2:30 p.m. The amount of time
spent in the field was insufficient effort to complete the
assigned task in violation of City of Chicago Personnel Rule
XVIII, Section 1, Paragraphs 26, 38 & 39.


 SIGNATURE OF SUPERVISOR

Did not Sign

SIGNATURE OF EMPLOYEE

White copy to personnel file

Yellow copy to supervisor

Pink copy to employee

GRC-160393-31-1

CAG004049



CITY OF CHICAGO
Richard M. Daley
Mayor

SSN _____

Date November 22, 2004

CITY OF CHICAGO SUSPENSION NOTICE

For Career Service (CS) Employees

Employee Employee IPayroll No. 4251

Department _____

Bureau _____

Division Water ManagementJob Title Water Rate TakerImmediate Supervisor Lon Califano

In accordance with the City of Chicago's Personnel Rule XVIII, Section 2, you are hereby suspended effective at 7:00 A.M./P.M. on November 23, 2004 for Twenty (20) calendar days.

You are to return to work on December 13, 2004.

The cause for this suspension is: That on September 4, 2003 you were involved in a motor vehicle accident during work hours that resulted in significant damage to private property.

This action is a violation of: Personnel Rules XVIII; Section 1; Subparagraphs 29, 35, 48 & 50.

A repetition of the above violation may result in further disciplinary action.

Employee I

Employee Signature _____ Date 11-22-04
(If employee refuses to sign, please so indicate.)

Signature of Supervisor [Signature] Date 11/18/04
Issuing Suspension Viria Holland

Deputy Commissioner

Title _____

RIGHTS OF APPEAL:

Career Service employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action before their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension within a six-month period, the suspension may be appealed in writing to the City Personnel Board. Any such requests must be made within 72 hours of the notification of the disciplinary action.

White Copy— To Employee
Yellow Copy— To Department Head

Pink Copy— To Immediate Supervisor
Goldenrod Copy— To Department of Personnel (with PER-14)

Revised 4/89

PER-21

CAG004050



**CITY OF CHICAGO
DEPARTMENT OF WATER**



RECORD OF VERBAL COUNSELING

1st Notice ☒2nd Notice ☐

NAME Employee I DATE 9-7-05

DEPARTMENT Water

BUREAU Services

SECTION _____

VIOLATION		
LATE ARRIVAL _____	SAFETY VIOLATION _____	OTHER _____
EARLY DEPARTURE _____	DEFECTIVE WORK _____	_____
ABSENT _____	ATTITUDE _____	_____

REMARKS (Please be specific) ON September 6th 2005 you started
your work 3 Hours late, without explanation of any
kind.

[Signature]
SIGNATURE OF SUPERVISOR

Employee I

SIGNATURE OF EMPLOYEE

White copy to personnel file

Yellow copy to supervisor

Pink copy to employee

GRC-160393-31-1

CAG004051



CITY OF CHICAGO
Richard M. Daley
Mayor

SSN [REDACTED]

Date

3-21-12

CITY OF CHICAGO WRITTEN REPRIMAND

Employee Employee J Payroll No. [REDACTED]

Department
Bureau
Division

Water Management, Meter Services

Job Title

Water Rate Taker

Immediate Supervisor

Tyrone Lewis

Date of Violation

2-28-12

Time

9:05AM - 9:53AM

Location

3447 S Halsted

This is to inform you that you are reprimanded according to the provisions of Rule XVIII of the City of Chicago Personnel Rules.

The cause for this reprimand is: you left your route, and took an extended break.

This action is a violation of:

Section 1
Article 2, 5

A repetition of the above violation may result in further disciplinary action.

Employee J

3-21-12

Employee Signature
(If employee refuses to sign, please so indicate.)

Date

Signature of Supervisor
Issuing Reprimand

Date

Title

Tyrone Lewis

3-21-12

Supervisor of Water Rate Taker

A COPY OF THIS REPRIMAND WILL BE MADE A PART OF YOUR PERMANENT RECORD.

White Copy — To Employee

Yellow Copy — To Department Head

Pink Copy — To Immediate Supervisor

Rev 11/89 PFR.20

CAG004052



CITY OF CHICAGO
DEPARTMENT OF WATER



RECORD OF VERBAL COUNSELING

1st Notice ☒2nd Notice ☐

NAME _____

Employee K

DATE

2-14-05

DEPARTMENT

Water

BUREAU


Services

SECTION _____

VIOLATION		
LATE ARRIVAL _____	SAFETY VIOLATION _____	OTHER _____
EARLY DEPARTURE _____	DEFECTIVE WORK _____	_____
ABSENT _____	ATTITUDE _____	_____

REMARKS (Please be specific)

ON February 9th, 2005 you left
your Route Area For 3 Hours with out Explanation of
Any Kind.


SIGNATURE OF SUPERVISOR

Employee K

SIGNATURE OF EMPLOYEE

White copy to personnel file

Yellow copy to supervisor

Pink copy to employee

CAG004053



**CITY OF CHICAGO
DEPARTMENT OF WATER**



RECORD OF VERBAL COUNSELING

1st Notice _____

2nd Notice ☒NAME _____ **Employee K**DATE 2-24-05DEPARTMENT WaterBUREAU Services

SECTION _____

VIOLATION		
LATE ARRIVAL _____	SAFETY VIOLATION _____	OTHER _____
EARLY DEPARTURE _____	DEFECTIVE WORK _____	_____
ABSENT _____	ATTITUDE _____	_____

REMARKS (Please be specific) ON February 14th 2005, you left
your Route Area for 4 Hours & 28 minutes with out
explanation of ANY kind.

ON February 16th 2005, 2 Hours 3 minutes
ON February 18th 2005, 1 Hour 46 minutes
ON February 22nd 2005, 3 Hours 16 minutes
ON February 23rd 2005, 2 Hours 29 minutes

T. Shi
 SIGNATURE OF SUPERVISOR

SIGNATURE OF EMPLOYEE

White copy to personnel file

Yellow copy to supervisor

Pink copy to employee

GRC-100293.31-1

CAG004054



June 30, 2006

Date _____

SSN _____

CITY OF CHICAGO SUSPENSION NOTICE

For Career Service (CS) Employees

CITY OF CHICAGO
Richard M. Daley
Mayor

Employee Employee K Payroll No. 4251
Department Water Management
Bureau Billing and Customer Service
Division Water Rate Taker
Job Title _____

Immediate Supervisor Tyrone Lewis

In accordance with the City of Chicago's Personnel Rule XVIII, Section 2, you are hereby suspended
effective at 7:00 A.M./P.M. on 7-20-06 for One (1) calendar days.

You are to return to work on 7-21-06.

The cause for this suspension is:

That you did falsely represent the quantity of work performed and did restrict production output.
Also that you did violate Departmental regulations, rule and/or procedures and you did conduct
yourself in a manner unbecoming of a City employee.

This action is a violation of: Personnel Rule XVIII, Section 1, Subsection 7, 26, 48 and 50.

A repetition of the above violation may result in further disciplinary action.

Employee K
Employee Signature [Signature] Date _____ Signature of Supervisor Tyrone Lewis Date 7-17-06
(If employee refuses to sign, please so indicate) Issuing Suspension

Title

A COPY OF THIS SUSPENSION WILL BE MADE A PART OF YOUR RECORD.

CAG004055

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

GPS noted that employee was away from his route for over 2 hours on May 2, 2008

Statement of Consequences - Describe future actions if no improvement is made.

increased amount of discipline and or resulting in termination

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee	Employee K	Date	6-20-08
Signature of Supervisor Issuing Notice	[Signature]	Date	6-20-08

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee ☐ Copy to union ☐ Copy to supervisor ☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG004057

CONFIDENTIAL

You are receiving this notice according to the provisions of Rule XVIII of the City of Chicago Personnel Rules due to a violation of subsection(s) rule XVIII, section 1, subsection IV

Category	
<input type="checkbox"/> Criminal or Improper Conduct	<input checked="" type="checkbox"/> Misrepresentation
<input type="checkbox"/> Violation of City Policy or Rule	<input checked="" type="checkbox"/> Tardiness or Absenteeism
<input type="checkbox"/> Conduct Involving Job Performance or Substandard Work Performance	

CAG004058

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

GPS indicated that employee was away from his route and left the city for over 2 hours. Employee had turned off phone (which can only be carried out except by pushing button 4 times in succession) Employee had left the city and gone to Bedford Park. He received a three day suspension for the same offence in August, 2009.

Statement of Consequences - Describe future actions if no improvement is made.

increased amount of discipline and or resulting in termination

I acknowledge receipt of this notice. I understand that a copy of this report will be included in my personnel record.

Signature of Employee

Employee K

Date

4-6-10

Signature of Supervisor Issuing Notice

[Signature]

Date

4-6-10

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee

☐ Copy to union

☐ Copy to supervisor

☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG004059

COPY

Employee's Name: Employee K	Employee's Title: Water Rate Taker
Supervisor's Name: Leonard Caifano	Supervisor's Title: Chief Water Rate Taker
Division/Bureau/Dept: Meter Services	Date of Incident: November 24, 2010

☐ Verbal Counseling Date of Verbal Counseling: _____

Verbal Counseling does not require employee's signature and is not placed in the employee's personnel file folder.

<input type="checkbox"/> Notice of Reprimand <input type="checkbox"/> Oral <input type="checkbox"/> Written Date of Reprimand:	<input checked="" type="checkbox"/> Notice of Suspension Effective date: 03/17/2011 Return to work date: 03/21/2011 Effective time: 7:00 am Number of days of suspension: 1
--	---

<input type="checkbox"/> Criminal or Improper Conduct	<input type="checkbox"/> Misrepresentation
<input checked="" type="checkbox"/> Violation of City Policy or Rule	<input type="checkbox"/> Tardiness or Absenteeism
<input type="checkbox"/> Conduct Involving Job Performance or Substandard Work Performance	

Date of Notice	Level of Discipline	Category
03/15/2011	1 days of Suspension	Swiping out at unauthorized location

CAG004060

Incident Description and Supporting Details - Include the following details; Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

Employee was listed as following : Rule XVIII , Section 1 Articles 2, 48 & 49 i.e. Swiping out at unauthorized location on 11/24/2010

Statement of Consequences - Describe future actions if no improvement is made.

increased amount of discipline and or resulting in termination

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee

Michael A. Sign

Date

Signature of Supervisor Issuing Notice

Michael A. Sign

Date

3-16-11

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee ☐ Copy to union ☐ Copy to supervisor ☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG004061



CITY OF CHICAGO
NOTICE OF PROGRESSIVE DISCIPLINE

CONFIDENTIAL

Employee's Name: Employee K	Employee's Title: Water Rate Taker
Supervisor's Name: Leo Lillard	Supervisor's Title: Assistant Commissioner
Division/Bureau/Dept: Bureau of Meter Services	Date of Incident: June 27, 2008 through Nov. 14, 2008

You are receiving this notice according to the provisions of Rule XVIII of the City of Chicago Personnel Rules due to a violation of subsection(s) Rule XVIII, Section 1, Subsection, 2, 5, 11 & 25.

☐ Verbal Counseling

Date of Verbal Counseling: _____

Verbal Counseling does not require employee's signature and is not placed in the employee's personnel file folder.

Level of Discipline <input type="checkbox"/> Notice of Reprimand <input type="checkbox"/> Oral <input type="checkbox"/> Written		<input checked="" type="checkbox"/> Notice of Suspension
Date of Reprimand:		Effective date: 5/3/10 Return to work date: 6/2/10 Effective time: Number of days of suspension: 30

Category	
<input checked="" type="checkbox"/> Criminal or Improper Conduct	<input checked="" type="checkbox"/> Misrepresentation
<input type="checkbox"/> Violation of City Policy or Rule	<input checked="" type="checkbox"/> Tardiness or Absenteeism
<input type="checkbox"/> Conduct Involving Job Performance or Substandard Work Performance	

[illegible]

CAG004062

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

Pursuant to an investigation conducted by the Inspector General, on several occasions in 2008 you were found to be at the Muslim Community Center without authorization, when you were being paid to be at work, failing to limit your lunch hour to the allotted time and falsifying your attendance.

You were also insubordinate in your repeated falsification after being suspended and directed by your supervisors to cease this conduct.

Statement of Consequences - Describe future actions if no improvement is made.

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee	Employee K	Date
Signature of Supervisor Issuing Notice	<i>[Signature]</i>	Date 4/29/10

Rights of Appeal: Career Service employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee ☐ Copy to union ☐ Copy to supervisor ☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG004063



**CITY OF CHICAGO
DEPARTMENT OF WATER**



RECORD OF VERBAL COUNSELING

1st Notice ☒2nd Notice ☐

NAME Employee L DATE 10-31-05

DEPARTMENT Water

BUREAU Services

SECTION _____

VIOLATION		
LATE ARRIVAL _____	SAFETY VIOLATION <input checked="" type="checkbox"/>	OTHER _____
EARLY DEPARTURE _____	DEFECTIVE WORK _____	_____
ABSENT _____	ATTITUDE _____	_____

REMARKS (Please be specific) ON October 31st 2005 you failed to wear your helmet while on city duties, which is a violation of the city safety rules.

T. L.

SIGNATURE OF SUPERVISOR

Employee L

SIGNATURE OF EMPLOYEE

White copy to personnel file

Yellow copy to supervisor

Pink copy to employee

GFC-160393-31-1

CAG004064



CITY OF CHICAGO
Richard M. Daley
Mayor

CITY OF CHICAGO WRITTEN REPRIMAND

SSN [REDACTED]

Date

3-21-12

Employee L

Employee

Payroll No. [REDACTED]

Department
Bureau
Division

Water Management, meter services

Job Title

Water Rate Taker

Immediate Supervisor

Tyrone Lewis

Date of Violation

2-28-12

Time

9:05AM - 9:53AM

Location

3447 S Halsted

This is to inform you that you are reprimanded according to the provisions of Rule XVIII of the City of Chicago Personnel Rules.

The cause for this reprimand is:

you left your Route, and took an extended break.

This action is a violation of:

Section 1

Article 2, 5

A repetition of the above violation may result in further disciplinary action.

Employee L

Employee Signature

Date

(If employee refuses to sign, please so indicate.)

Signature of Supervisor
Issuing Reprimand

Date

Title

Supervisor of Water Rate Taker

A COPY OF THIS REPRIMAND WILL BE MADE A PART OF YOUR PERMANENT RECORD.

White Copy — To Employee

Yellow Copy — To Department Head

Pink Copy — To Immediate Supervisor

Rev 11/89 PER-20

CAG004065

CONFIDENTIAL

You are receiving this notice according to the provisions of Rule XVIII of the City of Chicago Personnel Rules due to a violation of subsection(s) rule XVIII, section I, subsection XXV: "Insubordinate actions, Failure to carry out a directive or Rule..."

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

On April 13, 2010, Employee completed only 13 of the 43 postings which she had been assigned that day.

Statement of Consequences - Describe future actions if no improvement is made.

increased amount of discipline and or resulting in termination

I acknowledge receipt of this notice and understand the consequences of this action.

Signature of Employee

Employee M

added in my personnel record.

Signature of Supervisor

[Handwritten Signature]

Date

5-20-2010

Date

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resource Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee

☐ Copy to union

☐ Copy to supervisor

☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG004067



**CITY OF CHICAGO
NOTICE OF PROGRESSIVE DISCIPLINE**

CONFIDENTIAL

Employee's Name: Employee N	Employee's Title: Supervisor of Water Rate Takers
Supervisor's Name: Leonard Caifano	Supervisor's Title: Supervisor of Water Rate Assessor
Division/Bureau/Dept: Bureau of Billing and Customer Service	Date of Incident: July and August 2006

You are receiving this notice according to the provisions of Rule XVIII of the City of Chicago Personnel Rules due to a violation of subsection(s) XVIII, Section 1, Subsection 1, 39

☐ Verbal Counseling Date of Verbal Counseling: _____

Verbal Counseling does not require employee's signature and is not placed in the employee's personnel file folder.

Level of Discipline		
<input type="checkbox"/> Notice of Reprimand <input type="checkbox"/> Oral <input type="checkbox"/> Written	<input checked="" type="checkbox"/> Notice of Suspension	
Date of Reprimand: 10/4/06	Effective date: 10/9/06 Effective time:	Return to work date: 10/12/06 Number of days of suspension: 3 (Three Days)

Category	
<input type="checkbox"/> Criminal or Improper Conduct	<input type="checkbox"/> Misrepresentation
<input type="checkbox"/> Violation of City Policy or Rule	<input type="checkbox"/> Tardiness or Absenteeism
<input type="checkbox"/> Conduct Involving Job Performance or Substandard Work Performance	

Prior Notices of Progressive Discipline		
Date of Notice	Level of Discipline	Category
10/4/06	3 Day Suspension	That on several occasions in the months of July and August 2006 you were inefficient in the performance of the duties of your position in that you did fail to adequately monitor the activities of the employees under your supervision.

CAG004068

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

Statement of Consequences - Describe future actions if no improvement is made.

I acknowledge receipt of this notice. I understand that a copy of this record will be included in my personnel record.

Signature of Employee

REFUSED TO SIGN

Date

10.5.06

Signature of Supervisor Issuing Notice

Date

10.5.06

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee

☐ Copy to union

☐ Copy to supervisor

☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

CAG004069

RECORD OF VERBAL COUNSELING

1st Notice _____

2nd Notice ☒ _____

NAME Employee O DATE 9.1.10

DEPARTMENT WATER MANAGEMENT

BUREAU METER
WATER SERVICES

SECTION FIELD

VIOLATION:

ABSENT _____

SAFETY VIOLATION _____

OTHER:

TARDY ☒ _____

DEFECTIVE WORK _____

UNAUTHORIZED
DEPARTURE _____

ATTITUDE _____

REMARKS Was told never to swipe in at
alternate location. On 9.1.10 swiped in at
1739 W. SPRINGFIELD 6:54 AM

CAG004070

CONFIDENTIAL

CAG004071

Incident Description and Supporting Details - Include the following details: Date of Occurrence, Time, Location, Witnesses, and Impact of Action. Describe the required change expected of the employee. Identify a date for follow-up, if necessary.

That on 2/15/08 you were insubordinate when you failed to carry out a rule, after you were told about the swipe policy.

Statement of Consequences - Describe future actions if no improvement is made.

I acknowledge receipt of this notice. I understand that a copy of this record ~~will be~~ included in my personnel record.

Signature of Employee

Employee P

Date

06-05-08

Signature of Supervisor Issuing Notice

Date

6/5/08

Rights of Appeal: Career Service Employees who are suspended for ten (10) days or less may request in writing a review of the disciplinary action by their Department Head. If the period of suspension is for more than ten (10) but less than thirty-one (31) days or is a second suspension in a six-month period, the suspension may be appealed in writing to the City Human Resources Board. Any such requests must be made within 5 working days of the notification of the disciplinary action. Employees covered by collective bargaining agreements may have additional appeal rights and should consult with their union representative.

☐ Copy to employee

☐ Copy to union

☐ Copy to supervisor

☐ Copy to departmental Human Resources representative

Supervisor may be required to attach a Request for Review form to this Notice. Consult the current collective bargaining agreement for applicability.

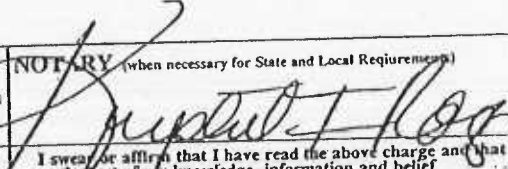
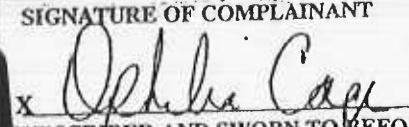
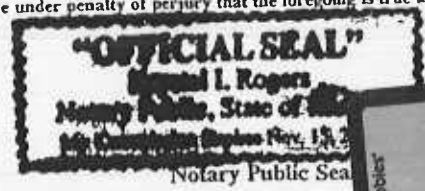

CAG004072

CITY OF CHICAGO DEPARTMENT OF HUMAN RESOURCES, DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY DIVISION COMPLAINTS FILED BY WATER RATE TAKERS (JANUARY 1, 2010 - MARCH 31, 2015)					
Date Received	Status	Complainant	Complainant's Age, Race, & Gender	Allegations	Forum
5/16/2012	Closed	Employee A	50 years-old, African American, female	Racial Harassment	City's EEO Office
6/15/2012	Closed	Ophelia Cage	64 years-old, African American, female	Age, Sex, and Race Discrimination	City's EEO Office
6/6/2013	Closed	Employee B	44 years-old, African American, female	Sexual Harassment	City's EEO Office

ADMINISTRATIVE CHARGES FILED BY WATER RATE TAKERS (JANUARY 1, 2010 - MARCH 27, 2015)					
Date Filed	Status	Complainant	Complainant's Age, Race, & Gender	Allegations	Forum
4/24/2012	Closed (Open in HRC)	Ophelia Cage	64 years-old, African American, female	Age, Sex, and Race Discrimination	IDHR then HRC
4/24/2012	Closed	Employee A	50 years-old, African American, female	Sex and Race Discrimination	IDHR
IDHR = Illinois Department of Human Rights HRC = Illinois Human Rights Commission					



CAG003413

CHARGE OF DISCRIMINATION		AGENCY <input checked="" type="checkbox"/> IDHR <input checked="" type="checkbox"/> EEOC	CHARGE NUMBER 2005CF0603
This form is affected by the Privacy Act of 1974: See Privacy act statement before completing this form. 05W0901.14			
Illinois Department of Human Rights and EEOC			
NAME (indicate Mr., Ms., Mrs.) OPHELIA CAGE		HOME TELEPHONE (include area code) 773-476-0640	
STREET ADDRESS 6326 S CAMPBELL		CITY, STATE AND ZIP CODE CHGO, IL 60629	DATE OF BIRTH 00/00/00
NAMED IS THE EMPLOYER, LABOR ORGANIZATION, EMPLOYMENT AGENCY, APPRENTICESHIP COMMITTEE, STATE OR LOCAL GOVERNMENT AGENCY WHO DISCRIMINATED AGAINST ME (IF MORE THAN ONE, LIST BELOW)			
NAME CITY OF CHICAGO WATER		NUMBER OF EMPLOYEES, MEMBERS 15+ 15+	TELEPHONE (include area code) 312 747 7994
STREET ADDRESS 333 S STATE		CITY, STATE AND ZIP CODE CHGO, IL 60604	COUNTY 031
NAME		TELEPHONE (include area code)	
STREET ADDRESS		CITY, STATE AND ZIP CODE	
CITY, STATE AND ZIP CODE		COUNTY	
CAUSE OF DISCRIMINATION BASED ON: RACE SEX		DATE OF DISCRIMINATION EARLIEST (ADEA/EPA) LATEST (ALL) / / 07/11/2004 <input type="checkbox"/> CONTINUING ACTION	
THE PARTICULARS ARE (if additional space is needed attach extra sheet(s))			
<p>I. A. ISSUE/BASIS</p> <p style="padding-left: 40px;">WRITTEN WARNING - JULY 11, 2004, DUE TO MY RACE, BLACK AND MY SEX, FEMALE</p> <p>B. PRIMA FACIE ALLEGATIONS</p> <p style="padding-left: 40px;">1. My race is black and my sex is female.</p> <p style="padding-left: 40px;">2. My job performance as a Rate Taker met Respondent's legitimate expectations. I was hired by Respondent in October, 1995.</p> <p>Cont'd...</p>			
<input checked="" type="checkbox"/> I also want this charge filed with the EEOC. I will advise the agencies if I change my address or telephone number and I will cooperate fully with them in the processing of my charge in accordance with their procedures. I declare under penalty of perjury that the foregoing is true and correct		NOTARY (when necessary for State and Local Requirements)  I swear or affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief SIGNATURE OF COMPLAINANT:  DATE: 9-1-04 SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE (Day, month, year)	
 Notary Public Seal		 EXHIBIT 10	

Complainant Name: OPHELIA CAGE

Charge Number: 2005CF0603

Page 2

3. On July 11, 2004, my uncompleted postings were returned to me to complete and I was given a written warning by Lenny Califano (white, male), Supervisor. The reason given by Califano for my written warning was insufficient time in the field, which means, I did not complete all of the postings in my assigned area. I informed Mr. Califano the reason my postings were not completed was because I was assigned to cover the West and North side of Chicago, which I was not familiar with.
4. A similarly situated employee, John Vasquez (non-black, male), Rate Taker, was treated differently under similar circumstances.

MEE/JJT